# The ABC's of Recording Member Training Activity

A recent questionnaire showed a wide discrepancy in how Member Training hours are being recorded. Please review this guideline, study the examples shown, and encourage your members to emulate the examples to truly get the credit you deserve for the hard work you put in and the time you spend on Member Training. You all know Member Training is a key to keeping your members – let your success in this mission be reflected by correctly recording the hours spent doing it.

U.S. Coast Guard Auxiliary
**National Training Dept.**
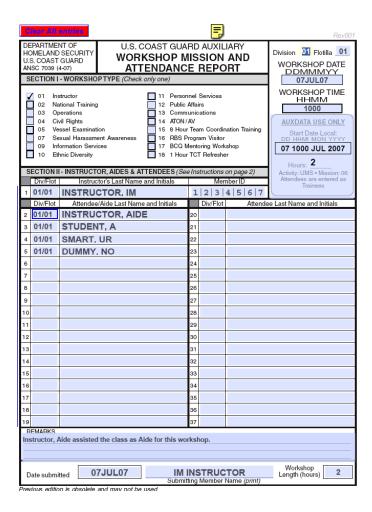Training Resource Center

# A Workshop Mission and Attendance Report – ANSC 7039

This form is to be used to report all workshops specified in Section I, blocks 1 through 18 under WORKSHOP TYPE. Be sure to place a check in one of the boxes to indicate the workshop being reported. All other workshops not listed on this form should be reported on the ANSC 7030 Form. The time spent of all persons shown on the form is recorded at the bottom right (Workshop Length). NOTE: The ANSC 7039 is used to report IT hours, aide hours, and workshop attendance for the named workshops shown in Section1.

The instructor's name and member ID number are to be entered on line 1 in Section II. All aides and attendees are to be entered on subsequent lines.

Under remarks, identify any attendees who served as aides.

Preparation and travel time for workshops is to be entered on the ANSC 7029 Form. Attendees are NOT to enter the time spent at the workshop on the ANSC 7029 Form. Instructors are NOT to enter time spent at the workshop on the ANSC 7030 Form.

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# B Activity Report – Mission – ANSC 7030

This form is used to report the majority of member training hours for operational activities as well as all other topics.  It is important for the instructor to fill out this form only for themselves and any aides.  Other participants (students) should report their time on the ANSC 7029 Form along with prep and travel time.

Section I:  Check the Unit/Individual box.

Section II: Start time of the training as well as the ending time must be filled in.  The MISSION is either 06A if for operations, or 06B for all other training.  The basic information is the same for either type of training.

Section IV: The instructor's name and member ID number is entered on line 1.  If there is an aide, their name is entered on line 2.  The time of all persons shown on the form is for reporting instructor or aide time.  The Trainee column should only be used for a new instructor who is being signed off by a lead instructor.  Travel and preparation time for all persons listed are recorded on the ANSC 7029 Form.  No member training activity time spent as an instructor should be recorded on ANSC 7029.

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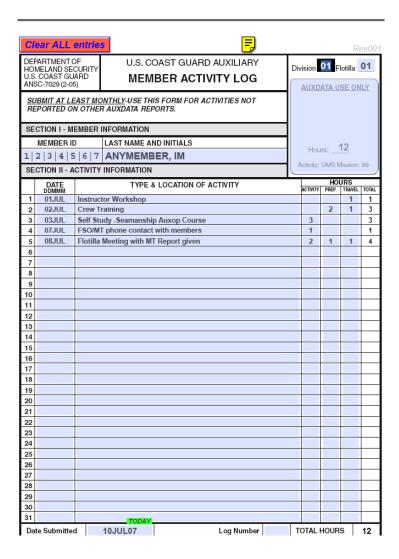National Training Dept.
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# C Member Activity Log – ANSC 7029

The ANSC 7029 is the form used for all other member training activities that are not reported on the ANSC 7030 or ANSC 7039 Forms.

All travel and preparation time is reported on the ANSC 7029 Form for the training activities reported on ANSC 7030 or ANSC 7039 Forms. All self study time is reported on the ANSC 7029 Form. So are all member training activities that don't involve direct time with students such as FSO-MT, SO-MT, and DSO-MT time involved in planning meetings, conferences, workshops, preparing presentations, etc. All actual training time with other people involved should be reported on the ANSC 7030 Form.

*Clear ALL entries*                                      *Rev001*

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
ANSC-7029 (2-05)

**U.S. COAST GUARD AUXILIARY**
**MEMBER ACTIVITY LOG**

Division **01** Flotilla **01**

AUXDATA USE ONLY

*SUBMIT AT LEAST MONTHLY-USE THIS FORM FOR ACTIVITIES NOT REPORTED ON OTHER AUXDATA REPORTS.*

**SECTION I - MEMBER INFORMATION**

Hours: __12__

| MEMBER ID | LAST NAME AND INITIALS |
|---|---|
| 1 \| 2 \| 3 \| 4 \| 5 \| 6 \| 7 | ANYMEMBER, IM |

Activity: UMS Mission: 99

**SECTION II - ACTIVITY INFORMATION**

| | DATE DDMMM | TYPE & LOCATION OF ACTIVITY | ACTIVITY | PREP | TRAVEL | TOTAL |
|---|---|---|---|---|---|---|
| 1 | 01JUL | Instructor Workshop | | | 1 | 1 |
| 2 | 02JUL | Crew Training | | 2 | 1 | 3 |
| 3 | 03JUL | Self Study -Seamanship Auxop Course | 3 | | | 3 |
| 4 | 07JUL | FSO/MT phone contact with members | 1 | | | 1 |
| 5 | 08JUL | Flotilla Meeting with MT Report given | 2 | 1 | 1 | 4 |
| 6 | | | | | | |
| 7 | | | | | | |
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| 30 | | | | | | |
| 31 | | | | | | |

| Date Submitted | 10JUL07 (TODAY) | Log Number | | TOTAL HOURS | 12 |
|---|---|---|---|---|---|

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# D Team Teaching – ANSC 7030 and ANSC 7039

If true team teaching takes place, i.e., all activities including class administration, planning and preparing for the class, class instruction and post-class activities are jointly and equally shared by the team members; there is no "lead" instructor and there is no "secondary" role. Work is done collaboratively with every team member taking full and active responsibility for the learning. Team teaching is recorded as follows:

The last name of the team members is listed in the instructor name location (on either the ANSC 7030 or ANSC 7039 Form), with a slash between the names. The member number of the first name listed is placed in the member ID box. All team members' last name, initials, and ID numbers are listed in the remarks location. All team members listed here should then receive the "lead" designation when entered into AUXDATA.

| DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC 7039 (4-07) | U.S. COAST GUARD AUXILIARY **WORKSHOP MISSION AND ATTENDANCE REPORT** | Division 01 Flotilla 01 |
|---|---|---|

WORKSHOP DATE DDMMYY: **07JUL07**

WORKSHOP TIME HHMM: **1900**

AUXDATA USE ONLY
Start Date Local: DD HHMI MON YYYY
**07 1900 JUL 2007**
Hours: **1**
Activity: UMS • Mission: 06 Attendees are entered as Trainees

**SECTION I - WORKSHOP TYPE** (Check only one)

| | | | |
|---|---|---|---|
| ☐ 01 | Instructor | ☐ 11 | Personnel Services |
| ☐ 02 | National Training | ☐ 12 | Public Affairs |
| ☐ 03 | Operations | ☐ 13 | Communications |
| ☐ 04 | Civil Rights | ☐ 14 | ATON / AV |
| ☐ 05 | Vessel Examination | ☐ 15 | 8 Hour Team Coordination Training |
| ✓ 07 | Sexual Harassment Awareness | ☐ 16 | RBS Program Visitor |
| ☐ 09 | Information Services | ☐ 17 | BCQ Mentoring Workshop |
| ☐ 10 | Ethnic Diversity | ☐ 18 | 1 Hour TCT Refresher |

**SECTION II - INSTRUCTOR, AIDES & ATTENDEES** (See Instructions on page 2)

| | Div/Flot | Instructor's Last Name and Initials | | Member ID |
|---|---|---|---|---|
| 1 | 01/01 | **INSTRUCTOR/TEACHER** | | 1 2 3 4 5 6 7 |

| | Div/Flot | Attendee/Aide Last Name and Initials | | Div/Flot | Attendee Last Name and Initials |
|---|---|---|---|---|---|
| 2 | 01/01 | **STUDENT, IM** | 20 | | |
| 3 | 01/01 | **NEWMEMBER, UR** | 21 | | |
| 4 | 01/01 | **MEMBER. IS** | 22 | | |
| 5 | 01/01 | **OLDTIMER, NO** | 23 | | |
| 6 | | | 24 | | |
| 7 | | | 25 | | |
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| 11 | | | 29 | | |
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| 13 | | | 31 | | |
| 14 | | | 32 | | |
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| 16 | | | 34 | | |
| 17 | | | 35 | | |
| 18 | | | 36 | | |
| 19 | | | 37 | | |

REMARKS
IM Instructor, 1234567, and UR Teacher, 1345672, team taught this Workshop. They will both get LEAD status in AuxData.

| Date submitted | 07JUL07 | **IM INSTRUCTOR** Submitting Member Name (print) | Workshop Length (hours) | 1 |
|---|---|---|---|---|