

I'll be sending this "32 Quick Form" out on a monthly basis. See the codes on the next page of this form for the correct codes to use. If you still wish to use the 7029 eform or web form please continue to do so.

Name _____ and or ID# _____

Flotilla 3-2 hours Month Of _____

Code	Total Hrs.	Travel Miles	Expenses
99A			
99B			
99C			
99D			
99E			
Remarks: _____ _____ _____ _____ _____			

See codes on the next page of this form.

If you have **Adobe Reader DC** and after you have filled out the form you can attach to the envelope email connection and send to my address below.

If you are still using **Adobe Reader XI** fill out the form, save it to a file or your desktop and attach it to my email.

If you just wish to email me your hours that will also be fine.

When form is filled e mail to me at uscgauxwc@gmail.com

7029 Code Use Guidance

USE 99A for Auxiliary Leadership

For Leadership Time. 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:

- Preparation for and attending Flotilla, Division, District or National Meetings
- Meeting or communicating with prospective members,
- Communicating with members interested in qualification in your program area
- Mentoring
- Email, phone calls and records management for your program area
- Preparing reports for meetings or for staff officers at a higher organizational level
- Travel to and from meetings or conferences
- MS Officers should complete ANSC 7030 form with mission code 70K for the above listed activities.
- IS Officers should complete ANSC 7030 with mission code 92 for data entry,

USE 99B for Recreational Boating Safety support (RBS)

For hours not otherwise reported on ANSC 7030, ANSC7038 or ANSC7046 related to Recreational Boating Safety Missions including:

- Preparation for PA (10), PE (14), PV(11), VE(91), Patrols(1,2,3,22A), 54A, 55A ATON(30,31,32), ICE(53), SAR(23,24) Missions (including boat and aircraft prep)
- Travel to and From the above listed missions (except when trailering)
- Post- Mission record preparation and reporting
- OPS training (22a) Mission Preparation, travel to and from mission and post-mission recordkeeping

USE 99C for Marine Safety support

For hours not otherwise reported on ANSC 7030 or ANSC 7038 related to Marine Safety and Environmental Protection Missions including:

- Leadership activities undertaken by MS officer of all levels must be reported on 7030.
- Preparation for CSV (80), MEP(28), MS(70, 80, 91c through 91g) missions-**EXCEPTIONS: 70N, 70U, 80B, 80D, AND 80F must be reported on 7030.**
- Travel to and from the above listed missions
- Post-mission record preparation and reporting
- Travel to and from MS Training and PQS missions including study/preparation time-

EXCEPTION 70U must be reported on a 7030.

USE 99D for Training support

For hours not otherwise reported on ANSC 7030 for Member Training (06) or ANSC 7039 for Workshops including:

- Time spent preparing to give Auxiliary MT Courses (Instructor only)
- 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)
- Time spent preparing for, studying or doing homework for a class - **EXCEPT for Mission 70U which must be reported on 7030.**
- Time spent taking on-line courses and on-line examinations – **EXCEPT for courses required for MS Training Ribbon or Trident device which must be reported on 7030 as mission 70U.**
- Time spent travelling to and from Auxiliary MT Courses
- Time spent on MS Training should be filed on an ANSC 7030 using mission code 70U.

Time spent on PA Training should be filed on an ANSC 7030 using mission code 10G.

USE 99E for Auxiliary Administrative/ Logistical support (Misc.)

General and CG Support (Logistics): For hours not otherwise reported on an ANSC7030 form or other Administrative activities not related to an elected or appointed position including:

- 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.
- Travel to and from the above listed missions
- Post Mission Recordkeeping and Reporting
- Participation in Flotilla, Division, District, National or CG Committees when not an elected or appointed officer
- Preparation for and travel to and from above mentioned committee meetings
- Attendance at meetings and conferences (as a General Member)
- Preparation for and travel to and from the above mentioned meetings and conferences
- Mentoring

Mileage and Expenses

Mileage and Expenses for all Auxiliary related activities include Meetings, training, missions, etc.

- Mileage: List total miles driven that were not covered by orders for daily or overnight missions.
- Do **NOT** include mileage costs in Expenses
- Expenses include parking, tolls, when **not** under orders. Also lodging and meals for overnight missions **not** under orders.