CHAPTER 2. AUXILIARY MANAGEMENT INFORMATION SYSTEM

A. Reporting Procedures.

1. The Auxiliary Management Information System (AUXMIS) is a database management system for the Coast Guard Auxiliary. The system records membership and performance-based data and quantifies Auxiliary accomplishments on a national, district, division, flotilla and individual basis. The system generates requested information in various report forms to the district directors, elected and appointed officer(s) of the Auxiliary for their use as management tools. The Coast Guard uses the Auxiliary database information as input for internal and congressional reports pertaining to program support functions.

   It is essential that data submitted to either DIRAUX or to the Division Staff Officer – Information Services (SO-IS) is timely, accurate and on appropriate forms. The use of out-dated forms creates processing and data entry problems. Obsolete forms will be returned for re-submission on the appropriate form.

2. Input data on a flotilla's monthly activities is submitted on the appropriate forms as indicated in Enclosure (1), Auxiliary Forms Disposition. Only three positions are authorized for data entry into the database for each division. Each position is assigned primary applicable responsibilities and duties for entering data into the database.

   a. DIRAUX.
   b. SO-IS.
   c. FSO-IS (Address and telephone numbers only)

3. <u>Data Reporting Procedures – DIRAUX</u>. DIRAUX is responsible for the input, maintenance, update and reports for all member activity within the district. However, certain input and reporting functions are delegated to each SO-IS for execution. Specifically, DIRAUX is directly responsible for the input of the following data:

   a. <u>New member enrollments</u>. When a new member application is approved by DIRAUX and the member number is entered into the database, the applicant is officially a basic qualified member of the Coast Guard Auxiliary.

   b. <u>Re-enrollment of members</u>. When a re-enrollment application is approved by DIRAUX and the member number is entered into the database, the applicant if officially a member of the Coast Guard Auxiliary.

   c. <u>Disenrollment of members</u>. A member is considered disenrolled when DIRAUX approves the request and the member is placed in the disenrolled status (DI) in the Auxiliary database. [Note: Even though the member is no longer active, the member information will remain on all reports until the end of the current year. At that time the member file will be deleted. Retirees will remain on the roster (RET) although not active and not counted as an active flotilla member.

d. <u>Member qualifications</u>. Initial and updating of member qualifications is the sole responsibility of DIRAUX. A member is considered qualified when appropriate authority approves the qualifications and the initial/updated qualifications are entered into the database by DIRAUX.

4. <u>Input Reporting Procedures - SO-IS</u>.

   a. Each SO-IS is delegated to the following input functions:

   (1) Input of member activity.

   (2) Update to member profiles, general unit information and unit activities.

   b. All member input data should be submitted to the SO-IS via the Flotilla Staff Officer – Information Services (FSO-IS). The use of outdated forms creates processing and data entry problems. If submitted, the SO-IS will return them without processing for re-submission on the appropriate form.

   c. Flotilla Commanders (FC) should establish a procedure so that each form is reviewed at least twice before submittal to the SO-IS. A suggested procedure is to have all member completed forms reviewed by the applicable FSO (VE, MT, PE, OP, or PA) before forwarding to the FSO-IS.

   d. The FSO-IS will review and forward the members forms to the SO-IS for entry into the database and archival of flotilla batches. All data should be entered into the database 60 days from the date of the activity.

B. Reports.

1. Reports are available from several sources and all reports are accurate at the time/date that the report is downloaded from the Auxiliary database. Each report contains requested information that reflects the data entered by DIRAUX or the SO-IS into the Auxiliary database.

REPORT NUMBER	**REPORT NAME**
Report 1	**Unit Summary Data**
Report 2	**Address and Flotilla Data**
Report 3	**Qualifications and Seminars**
Report 4	**Patrols and Missions**
Report 5	**Member Roster**
Labels	

2. The District Staff Officer – Information Services (DSO-IS) has the ability to access reports on the district level and below. Normally the DSO-IS shall provide reports to the

district management and staff as determined and upon request. The SO-IS normally provides monthly reports to division/flotilla management and staff as determined and upon request.

3. Reports are now available to individual officers at all levels, when approved and passwords issued to allow direct access to the Auxiliary database. Those authorized officers are expected to provide auxiliary database information and reports to officers in their respective staff level.

   [Note: The Auxiliary database is accurate and operates real time. Any report downloaded from the database is only valid at the time/date that the report is downloaded. Any report may be outdated within minutes or hours depending on the input activity of DIRAUX or the SO-IS.]

C. Correction To Input Forms and Reports.

   1. When submitted member activity forms are incomplete, incorrect or unreadable, the error will be noted and returned to the FSO-IS or applicable member for correction. The corrected form must be resubmitted by the FSO-IS to the SO-IS. The date of the activity may have to be changed to conform to the 60 day rule upon resubmission.

   2. Errors discovered on the database reports must be reported to either DIRAUX or the SO-IS for corrections. The reports themselves cannot be corrected due to the extensive access to the database. The basic data must be changed in order to assure reporting accuracy for all users at all times. The only two authorized positions that can correct basic data related to report errors are:

       a. DIRAUX
       b. SO-IS

   [Note: The FSO-IS will ensure mailing addresses are correct. All corrections will be entered by the FSO-IS. In the event the FSO-IS does not have access to a computer system, they will forward the corrections to the SO-IS for entry into the database.]

Database Codes.

Membership Code	Meaning
BQ	Basically Qualified Auxiliarist*
AX	AUXOP Qualified Auxiliarist*
RET	Retired Member
DIS	Disenrolled

[Note: Only BQ plus AUXOP are used to figure Flotilla objectives.]

Transfer Code	Shown on the far right hand side of roster.
TRF	Transferred to (new member number)

Disenrollment Code	Shown on the far right hand side of roster.
CMDT	Commandant's Directive
DADM	Administrative/Discredit (for cause)
DTH	Death of a member
FDUE	Failure to pay dues
MREQ	Member requested disenrollment
RET	Member requested retired status

[**Note:** FSO-IS will ensure mailing addresses are correct. <mark>Corrections should only be forwarded to the SO-IS for entry into the database when the FSO-IS doesn't have that local capability</mark>.]

D. Facility Codes.

	Facility Code	Meaning
1st Character	P	Primary Owner
	C	Co-owner
	N	Non Facility Owner
2nd Character	V	Vessel
	R	Radio
	A	Aircraft
3rd Character (vessel)	A	Less than 16 feet
	1	16 feet to less than 26 feet
	2	26 feet to less than 40 feet
	3	40 feet to less than 65 feet
	L	Greater than 65 feet

3rd Character (aircraft)	L	Fixed Gear
	F	Float
	A	Amphibious
	H	Helicopter
	S	Ski
	C	Complex (Retractable Gear & Constant Speed Propeller)

3rd Character (radio)	F	Fixed
	M	Mobile
	P	Portable

4th Character (vessel)		Number of engines

4th Character (aircraft)		Number of engines

4th Character (radio)	H	HF
	V	VHF-FM
	A	VHF-AM
	B	HF & VHF-FM

5th Character	A	Operational with ACU(AM)
	F	Operational with ACU(FM)
	B	Operational with ACU(BOTH)
	O	Operational
	M	Offered for use non-operational
	C	ACU, non-operational
	W	Wavered
	N	Not offered for use
	U	Un-inspected

E. Information Services Discrepancies and Conflicts.

1. When discrepancies arise within the Information Services database, procedures or instructions, resolutions should be resolved at the lowest level of administration. If resolution is not obtained at the lower level of administration, all documentation shall be referred to the next level. The DSO-IS shall as district IS administrator resolve conflicts within the district IS system. If the conflict is not resolved, the entire matter will be referred to the Director of Auxiliary for final resolution. The Director of Auxiliary's decision will be final with no further recourse.

AUXILIARY FORMS DISPOSITION

FORM No.	DESCRIPTION	DISPOSITION .
DIRAUX 1101 1/97	INFORMATION SERVICES SUMMARY	SO-IS ENTRY .
	RECOMMENDATION FOR SUSTAINED SERVICE AWARD	SO-IS SUBMITS .
CGAUX-1 (1/97)	BASIC QUALIFICATION CERTIFICATION RECORD	DIRAUX ENTRY .
CGAUX-2 (1/97)	PROSPECTIVE MEMBER INTERVIEW RECORD	FLOTILLA FILE .
CGAUX-4 (1/97)	MEMBER TRANSFER REQUEST	DIRAUX ENTRY
CGAUX-8 (1/97)	NATIONAL STAFF APPOINTMENT REQUEST	DEPARTMENT CHIEF .
CGAUX-9 (1/97)	RECORD OF UNIT MEETING	DIRAUX FILE .
CGAUX-11 (1/97)	INSTRUCTOR QUALIFICATION RECORD	DIRAUX ENTRY.
CGAUX-15 (1/97)	ANNUAL UNIT OFFICERS REPORT	DIRAUX ENTRY.
CGAUX-26 (1/97)	ACTIVITY REPORT - MISSIONS	SO-IS ENTRY .
CGAUX-28 (1/97)	PUBLIC EDUCATION COURSE REPORT	SO-IS ENTRY .
CGAUX-29 (1/97)	VESSEL EXAMINATION	SO-IS ENTRY .
CGAUX-30 (1/97)	WORKSHOP ATTENDANCE REPORT	SO-IS ENTRY .
CGAUX-31 (1/97)	MEMBER ACTIVITY REPORT	FSO-IS ENTRY.
CGAUX-33 (1/97)	CHANGE OF MEMBER INFORMATION	SO-IS ENTRY .
CGAUX-34 (1/97)	AUXILIARY QUALIFICATION CHANGES	DIRAUX ENTERS
CGAUX-36 (1/97)	CHANGE OF MEMBERSHIP STATUS	DIRAUX ENTERS
CGAUX-37 (1/97)	UNIT MONTHLY PUBLIC AFFAIRS REPORT	SO-IS ENTRY .
CGAUX-38 (1/97)	CHANGE OF OFFICER(S) REPORT	DIRAUX ENTERS
CGAUX-39 (1/97)	SAR PROCEDURES FLIGHT CHECK	LOG BOOK ENTRY NO AUX ENTRY .
CGAUX-40 (1/97)	MANUFACTURER ID CODE SYSTEM (MIC) & MAILING LABEL SYSTEM (MLS)	DSO-MV FWDS . TO NATIONAL.
CGAUX-43 (1/97)	MARINE DEALER VISITATION PROGRAM	DSO-MV .
CG-4612 AUX REV (1/96)	AUXILIARY SAR INCIDENT REPORT	SO-IS ENTRY . original with orders to Gru.
CG-5132 (1/97) & Continuation Sheet	Coast Guard Auxiliary Patrol Order	Submit to Your Order Issuing Authority .

D8CR FORM 1101   Page 1 of 3

EIGHTH COASTAL REGION INFORMATION SERVICES SUMMARY

Flotilla _____   Date Sent:_____   Batch Serial Number_____

Form	Msn	Type	# Forms Sent	Hours	Total Hours
Traditional Missions				Line 1 only	YTD
CGAUX-26 (01/97)	01	Safety Patrol			
	02	Regatta Patrol			
	03	Chart Update Patrol			
	04	PE INST (Not State/Youth Cses)			
	06	MT Instructor Msn			
	07	CG Operational Supp			
	08	CG Admin Support			
	09	AIM Mission			
	10	Public Affairs Msn			
	11	Marine Dealer Visits			
	12	PE INST (State/Youth Cses)			
Surface Operations Missions					
CGAUX-26	20	Radio Watchstander			
	21	Officer of the Day			
	22	Ops Training Mission			
	23	B2 Alert SAR Standby			
	24	B0 Alert SAR Standby			
	25	SAR Callout			
	26	CG Crew Augmentation			
	27	ELT Mission			
	28	MEP Mission			
	29	Auxiliary Radio Net			
	30	ATON - Federal			
	31	ATON - Private			
	32	Bridge Inspection			
	33	PWC Patrol			
	34				
	35				
	36				
	37				
Agency Support Missions					
CGAUX-26	41	Federal Agency Supp			
	42	State Agency Support			
	43	Local Agency Support			
	44				
	45				
		Subtotal this Page			
		Subtotal From Page 2			
		Total This Batch			
			Enter the "Hours" on the mission		
			From line 1 entries only		
Signature			FSO-IS		

EIGHTH COASTAL REGION INFORMATION SERVICES SUMMARY

Flotilla _____   Date Sent:_____   Batch Serial Number_____

Form	Msn	Type	# Forms Sent	Hours	Total Hours
AIR OPERATIONS MISSIONS				Line 1 only	YTD
CGAUX-26 (01/97)	50	SAR			
	52	MEP Missions			
	54	Logistics Missions			
	55	Training Missions			
	56				
	57				
CGAUX-26	71	Enforce Laws & Treat			
	72	Marine Envi Protect			
OTHER MISSIONS					
CGAUX-26	90	Recruiting Assist			
	91	CME/PWC/UPV/CFV			
	92	Auxmis 2 Data Entry			
	93				
	94				
Other					
Other				Subtotal hours this page	
CG-2736		**Facility Inspections**		Please enter subtotal at	
				Bottom of page 1.	
CGAUX-31	99	Member Activity Rpt		Hours	
CGAUX-29		Vessel Examinations		#CME	YTD CME
CGAUX-43		Marine Dealer Visits PRG		#MDV	YTD MDV
				Number	YTD Number
CG-4612 (1-95)		SAR Incident Report			
CGAUX-37 (1-97)		Unit Monthly PA Activity		Number	YTD Number
	20	#Articles Published			
	22	#Civic Lectures			
	23	#Attendance Lectures			
	24	#Radio Programs			
	25	#Radio Spot Days			
	26	#TV Programs			
	27	#TV Spot Days			
	28	#Safety/CME Booths			
	29	**#Estimated Booth Vis**			
CGAUX-28		Public Education Crs Rpt			
CGAUX-30		Workshop Attend Report			
CGAUX-33		Change Member Info			
CG-5474		Aids to Navigation Rpt			
		Subtotal # forms this page			
		Please enter subtotal from page 1			

Addendum 1, Report and Facility Codes
Report 1
Unit Summary Data

The numbers and mission hours shown in Report 1 are arrived at by grouping mission categories taken from ANSC 7030 (CGAUX-26) and related documents as follows:

[Note: The **only** missions that count towards Boat Crew Currency are Missions **01, 02, 03 and 33** and these must be at the level qualified (i. e. Coxswain Needs Lead Hours Crew hours for a Coxswain will **NOT** count toward currency.]

Title	Role	Mission Category
CG SUPPORT CG Operational Support	Lead only	20 Radio watch stander 21 Officer of the Day duties 23 B-2 Alert SAR Standby 24 B-0 Alert SAR Standby 27 ELT Support Mission
	Lead and Assist	07 CG Operational Support
	Assist ONLY	26 CG Crew Augmentation
CG ADM SUP MSNS CG Administrative Support Msns	Lead only	08 CG Administrative Support 92 database II Data Entry
CG REC SUP MSNS CG Recruiting Support Msns	Lead and Assist	09 AIM Mission 90 RAP Mission
PUBLIC AFFAIRS Public Affairs	Lead and Assist	10 Public Affairs Mission
SAFETY Safety Patrol	Lead only	01 Safety Patrol 25 SAR Callout 33 PWC Patrol
REGATTA Regatta Patrol	Lead only	02 Regatta Patrol
CHART Chart Patrol	Lead only	03 Chart Update Patrol 30 Aids to Navigation Mission Federal 31 Aids to Navigation-Private 32 Bridge Administration

MEP Marine Environmental Protection	Lead only	28 MEP Mission
MT HOURS Member Training Hours	Lead only	06 MT Instructor Mission 22 OPS Training Mission
PUBLIC EDUCATION Public Education Class Hours	Lead only	04 PE Other than State/Youth 12 State and Youth Courses
MD VISITS Lead only Marine Dealer Visits		11 Marine Visits
AIR Air Patrols	Lead only	50 SAR Mission 51 ELT Support Mission 52 MEP Mission 53 ICE Operations Mission 54 Logistics Mission 55 Training Mission
99 & OTH MSNS 99(ANSC 7029)	Lead only	99 Member Activity Report
OTHER OPS MSNS	Lead only	29 Auxiliary Radio Net Mission 41 Federal Agencies 42 State Agencies 43 Local Agencies 71 Enforcement of Laws Treaties 72 Marine Environmental Protection 91 CME/PWC/UPV/CFV

*Note: Also included in OTHER OPS MSNS (Lead) is a duplication of:

07 CG Operational Support
08 CG Administrative Support
09 AIM Mission
10 Public Affairs Mission
90 RAP Mission
92 database II Data Entry

	Assist ONLY	26 CG Crew Augmentation

Addendum 1, Report and Facility Codes
Report 2
Address and Flotilla Data

Report 2 contains member information, enrollment dates, office held activity, facility information and QE dates. This report is subject to the provisions of the privacy act of 1974.

Columns will explain the information presented:

Column A…   Name
                 Member Number
                 Address

Column B…   Phone numbers

Column C…   Flotilla enrollment/transfer in date

Column D…   Auxiliary base enrollment date
                 Status:
                 AX   (Operational Auxiliarist Status)(all 7 specialty courses)
                 BQ   (basic qualified)
                 DI   (disenrolled)
                 TR   (transferred)

Column E…   Current office held

Column F…   Past offices held (maximum of 4)

Column G…   Facility information:
                 APO - Aircraft, primary owner, operational
                 ACO - Aircraft, co-owner, operational
                 APN - Aircraft, primary owner, not operational
                 ACN - Aircraft, co-owner, not operational
                 N   - No facility
                 RPO - Radio, primary owner, operational
                 RPN - Radio, primary owner, not operational
                  VPO - Vessel, primary owner, operational
                 VCO - Vessel, co-owner, operational
                 VPN - Vessel, primary owner, not operational
                 VCN - Vessel, co-owner, not operational

Column H…   Facility registration number*
                 Exception: radio identification numbers are assigned by DIRAUX and the first two letters shall indicate either Fixed (NF) or Mobile (NM)

Column I…   Facility inspection date. Aircraft and vessel facilities must be inspected yearly. Radio facilities are inspected every 5 years.

Column J…   QE date - This is the date a QE (Qualification Examiner) approves a member's operational status. Each member must perform their currency tasks for a QE 5 years from this date to maintain their operational status. If a member does not perform the fifth year currency for a QE, their qualification is dropped and will be shown as REYR on the personal profile report.

Any member activity, when in the related REYR status, will be rejected by the database.
Addendum 1, Report and Facility Codes
Report 3
Qualifications and Seminars

Report 3 contains general dates of qualification and seminars that pertain to specific members. It is read as a matrix in relation to the member's name located in column B. The member's number is located in column A.

Any member activity, when in the related REYR status, will be rejected by the database.

Read across the report on the same line as the member's name and the following information dates will be found:
VE QUAL, MDV QUAL, CFVE QUAL, VE SEM, IT QUAL, IT SEM, MI QUAL, BCQP QUAL*, BCQP LEVEL, AIR QUAL*, AIR LEVEL, OPS SEM, AND NAVE RULES.
*These dates relate to each level of BBCQP and AIR.

The NAV RULE date is the date the navigation rules test was approved. The navigation rules test must be taken within 5 years in order to stay current in operations. If a member does not pass the test, their status becomes no qualified and will be shown REYR on the personal profile report.

The actual dates relating to the above are found in each member's personal profile.

Read across report 3 on the second line below the members name and the following information test dates will be found.

ADM (administration), COM (communication), NAV (navigation)*, PAT (patrol), SAR (search and rescue), SEA (seamanship) and WEA (weather).
*Note: The NAV date will appear when both NAV-A and NAV-B are completed, although each date will appear separate in the member's personal profile.

The actual dates relating to the above are found in each member's personal profile.

Addendum 1, Report and Facility Codes
Report 4
Patrols and Missions

The numbers shown in Report 4 are arrived at by grouping Mission Categories as follows:

PATROLS		Role	Mission Category Number
	Coxswain	Lead	01, 02, 03, 25, 27, 28, 33
	Vessel Crew	Assist	01, 02, 03, 25, 27, 28, 33
	Commander	Lead	50, 51, 52, 53, 54, 55
	Aircraft Crew	Assist	50, 51, 52, 53, 54, 55

ASSISTS: Credited to the Coxswain or Aircraft Commander from CG-4612 (AUX).

SUPPORT:			
	CG-OP:	Lead	07, 20, 21, 23, 24, 26
		Assist	07, 20, 21, 23, 24, 26
	CG-ADM:	Lead	08, 92
		Assist	08, 92
	RAP/AIM:	Lead	09, 90
		Assist	09, 90
	MDV:	Lead	11

INSTRUCTOR:			
	PE Instructor:	Lead	04, 12
	MT Instructor:	Lead	06, 22
	PE Aide	Assist	04, 12
	MT Aide	Assist	06, 22

PUBLIC APPEARANCE:			
	PA:	Lead	10
		Assist	10

PREP: Cumulative total of ALL mission preparation hours

TRAVEL: Cumulative total of ALL mission travel hours

EXAMS: Cumulative total given from ANSC 7038 reports
    Given: Cumulative total given from ANSC 7038 reports.
    Passed:

FAC INSP: Cumulative total given from CG-2736 reports
     Given:
     Passed: Cumulative total given from CG-2736 reports

ATON RPTS:
     Aton Reports Lead   30, 31, 32

CG AUXILIARY SUSTANED SERVICE AWARD (SSA) - To calculate the number of hours performed during a calendar year towards the SSA, the following entries contained in Report 4 need to be added:

Total Mission Hours + Prep Hours + Travel Hours = SSA Hours

Addendum 1, Report and Facility Codes
Report 5
Member Roster

This report is subject to the provisions of the privacy Act of 1974

Report 5 contains general member information. This report is a smaller version of Report 2 and is presented in tabular form. Report 5 can be downloaded from the database in either alphabetical or member number order. The column headers are:

NUMBER   Member number
NAME   Member name
ADDRESS   Member address, city, state and zip code

ST   Status of member
               AX - Operational Auxiliarist
               BQ - Basic qualified
               DI - Disenrolled
               TR - Transferred
               RE - Retired

VE   Year originally qualified in Vessel Examination

IN   Year originally qualified Instructor

BC   Year originally qualified in boat crew program

AO   Year originally qualified in air operations

X   Workshop attendance indicated

HOME PHONE

WORK PHONE

REMARKS   Remarks in this section usually pertain to the DI status: CMDT Commandant's directive

      DADM   Administrative/Discredit (for cause)
      FDUE Failure to pay dues
      MREQ Member requested disenrollment
      RET   Member requested retirement status

MEMBER PROFILE
(INFORMATION CODES)

This report is subject to the provisions of the privacy act of 1974

The member profile contains all pertinent member information. The profile is obtained from the database and is normally used for administrative purposes. This profile is presented in sections and each section will be explained as far as known.

1. **Header Section**: General information.

Unit No:	081-xx-xx
Unit Name:	Name of flotilla
Member No.:	081-xx-xx-xxx
Name:	Last, first, MI
Birth Date:	Not shown
SSN:	Not shown
Gender:	Not shown
Ethnicity:	Not shown
Criminal:	Not shown
Spouse:	If information provided
Occupation:	If information provided
Address:	Members address
Status:	**BQ** (basic qualified)
	AUXOP (operational Auxiliarist status)
	Date that the member achieved the status
Enrollment:	Date of enrollment
Base Enrollment:	Date of base enrollment. Normally the date of enrollment and date of base enrollment will be the same. The base enrollment date may be different due to interrupted service in the Auxiliary (resignation, leave of absence, etc.).
National mail:	Yes or no depending upon the member's choice to receive the applicable publications.
District mail:	Yes or no depending upon the member's choice to receive the applicable publications.
Division mail:	Yes or no depending upon the member's choice to receive the applicable publications.
Flotilla mail:	Yes or no depending upon the member's choice to receive the applicable publications.

2. **Skills**:   Not in use at this time

3. **Phones**:   All phone communications listed as provided by the member.

              Home   Cellular
              Business   Fax

4. **Facilities**: Facilities listed by the member.

Code	Registration/call	Location
A - Aircraft	FAA Number	City, State
R - Radio	DIRAUX	None
V - Vessel	State Regis/Doc. No.	City, state

5. **Qualifications: This is a very important section and is portrayed in the following columns: Status, Code, Sub, Date and Currency.**

    a.   The **Status** column contains these codes:

        REWK - Member missing required workshop entry.
        REYR - Member missing required hours, activity, currency
                  maintenance or **QE** check.
        QUAL - Member is qualified in **Code** (See subparagraph b below).

    b.   The **Code** column contains these codes:

AIR:	Air Qualified
AV:	Aids Verifier
BC:	Boat Crew
CFVE:	Commercial Fishing Vessel Examiner
IT:	Instructor
MI:	Master Instructor
MDV:	Marine Dealer Visitor
QE:	Qualification Examiner
VE:	Vessel Examiner

    c.   The **SUB** column contains these codes:

AC:	Aircraft Commander
FP:	First Pilot
CP:	Co Pilot
Crew:	Boat Crew
COX1:	Coxswain without device
COX2:	Coxswain with device
OBS:	Air Observer

d. The **Date** column contains the date the member was originally qualified.

e. The **Currency** column contains the year that a member is/was last qualified.

6. **Missions:** The following columns are contained in this section: Type, Date, lead, Day, Night and Trainee.

a. The **Type** column is the mission activity performed by the member and is directed to the ANSC 7030 (CGAUX-26). The data is kept in ascending order.

b. The **Date** column is the date the mission was performed. The mission date is kept in descending order starting with the current year and ending in 1996. All dates in 1996 are 01/01/96. This programming anomaly was required for SSA information.

c. The **Lead** column data is either yes or no. Yes indicates Lead. No indicates Assist.

d. The **Day** column is hours performed on the mission.

e. The **Night** column is night hours performed the Air qualified members only.

f. The **Trainee** column data is either yes or no. Yes indicates trainee. No indicates Lead.

7. **Exams:** The following columns are contained in this section: Type, Date and Trainee.

a. The **Type** column contains the following data:

CME	Courtesy Marine Examination
PWC	Personal Water Craft
CFVE	Commercial Fishing Vessel Examination
UPV	Uninspected Passenger Vessel Facility Inspection

b. The **Date** column contains the date the event occurred.

a. The **Trainee** column is either yes or no. Yes indicates trainee. No indicates Lead

8. **Courses:** The following columns are contained in this section: Course, Date, Score.

a. The **Course** column contains the following codes:

ADM:	Administration Specialty
AO:	Aircraft Observer
APC:	Administrative Procedures
AV:	Aids Verifier

COM:	Communications
IT:	Instructor
LEA:	Leadership
MDV:	Marine Dealer visitor
NAVA:	Navigation - A
NAVB:	Navigation - B
NRUL:	Navigation Rules
PIL:	Piloting
WEA:	Weather
SAR:	Sea Air Rescue
SEA:	Seamanship
PAT:	Patrols
VE:	Vessel Examiner

  b. The **Date** column is the date the course exam was taken.

   b. The **Score** column is the passing test score on the applicable course.

9. **SARs**: The columns contained in this section are **Case No.** and **Date** The first column **Case No.**, is the number assigned by the callout authority and the second column, **Date,** is the date the event occurred. This data will reference the complete SAR report entered in the Coast Guard database. The SO-IS enters the first two lines of the Auxiliary SAR Incident Report, CG-412 AUX ony, i.e., member number, name, lives saved, persons assisted, value of property assisted/saved, unit or multi unit case number and date/time notified.

10. **ATONs:** The ATON section has 2 columns, **Type** and **Date.**

  a. The **Type** column will contain two code letters:

       V   Verification
       D   Discrepancy

11. **Workshops:** The workshop section has 2 columns: **Type** and **Date**.

  a. The **Type** column will contain the following codes:

       01   INSTRUCTOR
       02   NATIONAL TRAINING
       03   OPERATIONS
       04   CIVIL RIGHTS
       05   VESSEL EXAMINATION/MARINE DEALER VISITOR
       06   AIR OPERATIONS
       07   SEXUAL HARASSMENT AWARENESS

08	CAREER COUNSELOR
09	INFORMATION SERVICES
10	(FORMERLY MDV - COMBINED WITH 05)
11	MEMBER RESOURCES
12	PUBLIC AFFAIRS
13	COMMUNICATIONS
14	ATON/A/V
15	TCT TRAINING

   b. The **Date** column will contain the corresponding date the member attended the workshop. It is extremely important each member attending required workshops verify their member number and name appears on the attendance report ANSC 7069(CGAUSX-30).

12. **CEUs**: No information or data codes available.

13. **Offices:** The offices section contains four columns: Office, Year, Begin and End.

    a. The **Office** column contains the standard codes for office holders. These codes will not Be repeated here due to the large number involved.

    b. The **Year** column contains the year that the corresponding office was occupied.

    c. The **Begin** column contains the date that the member assumed the duties of the office. Normally this date should be 01/01/YR, but may be different due to appointments or changes in the office during the year.

    d. The **End** column contains the date a member departs the duties of the office. Normally this date should be 12/31/YR, but may be different due to vacancies occurring during the year.

14 **Awards:** The Awards section contains 3 columns: Award, Received and First.

    a. The **Award** column contains two columns of numbers. The <u>first</u> column is the award type and contains these codes.

1	Non-military Awards for AUX Members
2	Military Awards. AUX members eligible
3	Auxiliary Awards - Coast Guard presenters
4	Auxiliary Service Awards
5	Auxiliary Specialty and Program Recognition
6	Auxiliary National Level Awards
7	Auxiliary District Level Awards
8	NOAA and other Awards

The <u>second</u> column is the award:

11	DOT Gold medal Ribbon
12	Gold Life Saving Award
13	Silver Life Saving Award
14	Public Service Award
15	CG Foundation Award of the Year
21	CG Unit Commendation
22	CG Meritorious Unit commendation
23	CG Meritorious Team Commendation
25	CG Bicentennial Unit Commendation
31	CG Auxiliary Distinguished Service Award
32	Plaque of Merit (A Award)
33	Auxiliary Meritorious Service Award
34	Award of Operational Merit (B Award)
35	Award of Administrative Merit
36	Award of Merit
41	Sustained Auxiliary Service Award
42	Auxiliary Humanitarian Service Award
43	Special Operations Service Ribbon
44	CG Recruiting Membership Service Award
45	Auxiliary Membership Service Award
46	Flotilla Meritorious Achievement Award
51	Auxiliary Specialty Ribbon
52	Auxiliary Operations Program Ribbon
53	Auxiliary Examiner Program Ribbon
54	Auxiliary Instructor Program Ribbon
61	Life Membership
63	NOAA Award

b. The **Received** column contains the date the applicable award was given.

c. The **First** column is either yes or no depending on whether the applicable award was the first or subsequent.

End of report.