

CHAPTER 5. ADMINISTRATION

A. Reports.

1. Flotilla Reports. The timely submission of certain Flotilla administrative reports, in addition to the database input forms, are necessary for the smooth management of Auxiliary Units. The following is a list of required reports and the dates required:
 - a. Annual Report of Unit Officers, CGAUX-15. The Unit Officers Report **should** be completed and submitted to DIRAUX **prior to 20 December each year** for the following calendar year.
 - b. Financial Report of an Auxiliary Unit/Unit Inventory Report, CGAUX-23. The combination Financial Report of an Auxiliary Unit and Unit Inventory Record must be completed and submitted **by the FC to the DCP by 31 January**. **The DCP shall submit the flotillas' and division reports to the DCO by 20 February who then will forward them to DIRAUX** prior to 01 March.
 - c. Workshop Attendance Report, ANSC 7039. Workshop Attendance Reports **should** be completed and submitted to the SO-IS and entered into the database **prior to 31 May for any required workshops**. **Other workshops presented should be forwarded upon completion of the workshop**.
 - d. Facility Inspection and Offer for Use forms with Checklist, CG-2736 (series). All facilities within a flotilla must be inspected and all necessary paperwork correctly completed and **submitted to DIRAUX**. **Annual inspections, except for radio facilities that are triennial, should normally be done during the period 1 October to 31 December for the following year**.
 - e. Public Affairs Report, ANSC 7031. The Public Affairs Report **is used to report** any public affairs activity and **should** be submitted to the SO-IS prior to the 15th of the following month. **No report is submitted** if there is no activity in a particular month.
 - f. The typed directory page must be completed and submitted to the person designated by the DCO prior to 20 December. A form is available on the regional web site to electronically submit this information.
2. Division Reports. The following reports are required from each Division:
 - a. Annual Report of Unit Officers, ANSC 7007
 - b. Financial Report of an Auxiliary Unit, ANSC 7025
 - c. Unit Inventory Record, ANSC 7025 (Reverse side)
 - d. Workshop Attendance Report, ANSC 7039

Public Affairs Report, ANSC 7031

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