

DEPARTMENT OF  
HOMELAND SECURITY  
U.S. COAST GUARD  
ANSC-7007 (04-20)

U.S. COAST GUARD AUXILIARY  
**ANNUAL UNIT OFFICERS REPORT**

<b>SECTION I UNIT MEETING DATA</b>		<b>SELECT:</b>	Division	Flotilla <input checked="" type="radio"/>	
UNIT NUMBER		UNIT NAME (As recorded in AUXDATA)			
UNIT MEETING LOCATION		MEETING DAY		TIME	

**SECTION II ELECTED AND APPOINTED OFFICE HOLDER DATA**

MEMBER ID	Last Name, Initials	OFFICE	
		FLOTILLA	DIVISION
		FC	DCDR
		VFC	VCDR
		IPFC	IPDCDR
		FSO-AS	SO-AS
		FSO-CM	SO-CM
		FSO-CS	SO-CS
		FSO-DV	SO-DV
		FSO-FN	SO-FN
		N/A	SO-FS
		FSO-HR	SO-HR
		FSO-IS	SO-IS
		FSO-MA	SO-MA
		FSO-MS	SO-MS
		FSO-MT	SO-MT
		FSO-NS	SO-NS
		FSO-OP	SO-OP
		FSO-PA	SO-PA
		FSO-PB	SO-PB
		FSO-PE	SO-PE
		FSO-PV	SO-PV
		FSO-SR	SO-SR
		FSO-VE	SO-VE

**SECTION III REMARKS**

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DATE	SIGNATURE OF UNIT LEADER	
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*Previous edition is obsolete*

**A. GENERAL**

1. This form is used annually to report the election and appointment of unit officers. The Flotilla Commander or the Division Commander completes and submits this form to the appropriate District Director of Auxiliary. This form should be submitted as soon as possible after the annual election but it must be submitted prior to 20 December. NOTE: All office positions need not be filled in order to submit this form.
2. The information entered on this form is used to compile the District Directory of elected and appointed office holders. Failure to submit this form prior to 20 December of each year can result in unit omissions from a District Directory.

**B. SECTION I - UNIT MEETING DATA**

1. **UNIT NUMBER** - Enter the Unit Identification Number. Example: in the Seventh District, Flotilla 2-4 is entered as 0700204 The first three positions of the number are the district or region, the next two positions are for the division number, the next two positions are for the flotilla number. In each group the number is right justified and a zero filled to the left.
2. **UNIT NAME** - Enter the unit name AS IT APPEARS IN AUXDATA.
3. **UNIT MEETING LOCATION** - Enter the location where the unit meeting is held. If the name of the location is too long, abbreviate clearly. This entry is very important.
4. **MEETING DAY** - Enter the day of the month when the meeting takes place. Example: Third Tuesday of the month is entered as 3rd TUES.
5. **TIME** - Enter the time the meeting will begin, using 24-hour military time. Example: 8:00 PM is entered as 2000. NOTE: It is important for the Unit Meeting Data to be filled out completely and accurately. The Director uses this information to schedule their visits to the units and to put prospective member in contact with the individual units.

**C. SECTION II - ELECTED AND APPOINTED OFFICE HOLDER DATA**

1. The office codes are preprinted on the form, beginning with the highest elected office and proceeding through the appointed offices. Officer codes are listed below.
2. NOTE; If the Flotilla Commander or the Division Commander is serving in the second year in office, the member is not designated as Immediate Past (IP) Flotilla Commander or Division Commander.
3. Enter the member's seven digit member ID, their last name and initials in the spaces provided.

**D. SECTION III - REMARKS**

1. **REMARKS** - Any remarks concerning either the unit meeting or elected /appointed officer's data section should be entered here.
2. **DATE OF SUBMISSION** - Enter the date the form is submitted.
3. **SIGNATURE OF UNIT LEADER** - The incoming unit leader signs and forwards this report in accordance with local routing. Generally, this includes an information copy to DIRAUX.

**OFFICER CODES****ELECTED**

Flotilla Commander (FC)	Division Commander (DCDR)
Flotilla Vice Commander (VFC)	Division Vice Commander (VCDR)
Immediate Past Flotilla Commander (IPFC)	Immediate Past Division Commander (IPDCDR)

**APPOINTED**

	FLOTILLA	DIVISION		FLOTILLA	DIVISION
Auxiliary Sea Scout Officer (AS)	FSO-AS	SO-AS	Member Training Officer (MT)	FSO-MT	SO-MT
Communications Officer (CM)	FSO-CM	SO-CM	Navigation Systems Officer (NS)	FSO-NS	SO-NS
Communications Services (CS)	FSO-CS	SO-CS	Operations Officer (OP)	FSO-OP	SO-OP
Finance Officer (FN)	FSO-FN	SO-FN	Public Affairs Officer (PA)	FSO-PA	SO-PA
Diversity Officer (DV)	FSO-DV	SO-DV	Public Education Officer (PE)	FSO-PE	SO-PE
Food Services Officer (FS)	N/A	SO-FS	Publications Officer (PB)	FSO-PB	SO-PB
Human Resources Officer (HR)	FSO-HR	SO-HR	Program Visitor Officer (PV)	FSO-PV	SO-PV
Information Services Officer (IS)	FSO-IS	SO-IS	Secretary / Records Officer (SR)	FSO-SR	SO-SR
Materials Officer (MA)	FSO-MA	SO-MA	Vessel Examinations Officer (VE)	FSO-VE	SO-VE
Marine Safety Officer (MS)	FSO-MS	SO-MS			