



DEPARTMENT OF
HOMELAND SECURITY
U.S. COAST GUARD
ANSC 7039 (4-07)

**U.S. COAST GUARD AUXILIARY
WORKSHOP MISSION AND
ATTENDANCE REPORT**

Division ____ Flotilla ____

WORKSHOP DATE
DDMMYY

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

- | | |
|--------------------------------|--------------------------------------|
| 01 Instructor | 11 Human Resources |
| 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 |

WORKSHOP TIME
HHMM

AUXDATA USE ONLY

Start Date Local:
DD HHMI MON YYYY

Hours: _____

Activity: UMS • Mission: 06
Attendees are entered as
Trainees

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

	Div/Flot	Instructor's Last Name and Initials	Member ID
1			

	Div/Flot	Attendee/Aide Last Name and Initials	Div/Flot	Attendee Last Name and Initials
2			20	
3			21	
4			22	
5			23	
6			24	
7			25	
8			26	
9			27	
10			28	
11			29	
12			30	
13			31	
14			32	
15			33	
16			34	
17			35	
18			36	
19			37	

REMARKS

Date submitted

Submitting Member Name *(print)*

Workshop
Length (hours)

A. GENERAL

1. This form is to be used to report all required National Workshops. The instructor's time and mission is recorded (and that of aides), as well as individual attendance. No ANSC-7030 - *Activity Report - Mission* is needed. If aides are present, list them as the first attendees and in the REMARKS section identify them so that their hours will be recorded as aides. Report any preparation or travel time on ANSC-7029 *Member Activity Log*. Members are not to enter the time spent at the session of that form.
2. **DIVISION-FLOTILLA** - Enter the sponsoring division and flotilla.
3. **WORKSHOP DATE** - Enter the date in DDMMYY format (October 1, 2002 as 01OCT02).
3. **WORKSHOP TIME** - Enter the time in 24 hour HHMM format (8:30 pm. as 2030)
4. **AUXDATA USE ONLY** box is for IS personnel use **ONLY**. Make **NO** manual entries in this area. Computer filled in forms will have automatic entries made in this area. That is as intended.

B. SECTION I - WORKSHOP TYPE

1. **WORKSHOP TYPE** - Place a check in the appropriate box next to the workshop given.

C. SECTION II - INSTRUCTOR, AIDES & ATTENDEES

1. **DIV/FLOT** - Enter the instructor's two digit division number and two digit flotilla number.
2. **INSTRUCTOR LAST NAME** - Enter the instructor's last name and initials.
3. **MEMBER ID** - Enter the instructor's seven digit member ID number.
4. **DIV/FLOT** - Enter each aide/attendee's two digit division number and two digit flotilla number. Flotilla 01 in Division 10 is entered as "10/01".
5. **AIDE/ATTENDEE LAST NAME** - Enter each aide/attendee's last name and initials.

D. REMARKS

1. Identify here any attendees who served as aides.
2. Enter any other remarks, up to 240 characters. This can be recorded in AUXDATA.

E. DATE SUBMITTED, SUBMITTING MEMBER NAME, WORKSHOP LENGTH

1. **DATE SUBMITTED** - Enter the date submitted, in DDMMYY format.
2. **SUBMITTING MEMBER NAME** - Print submitting member's name.
3. **WORKSHOP LENGTH** - Enter the duration of the workshop. Time is entered in whole hours, rounded to the nearest hour.