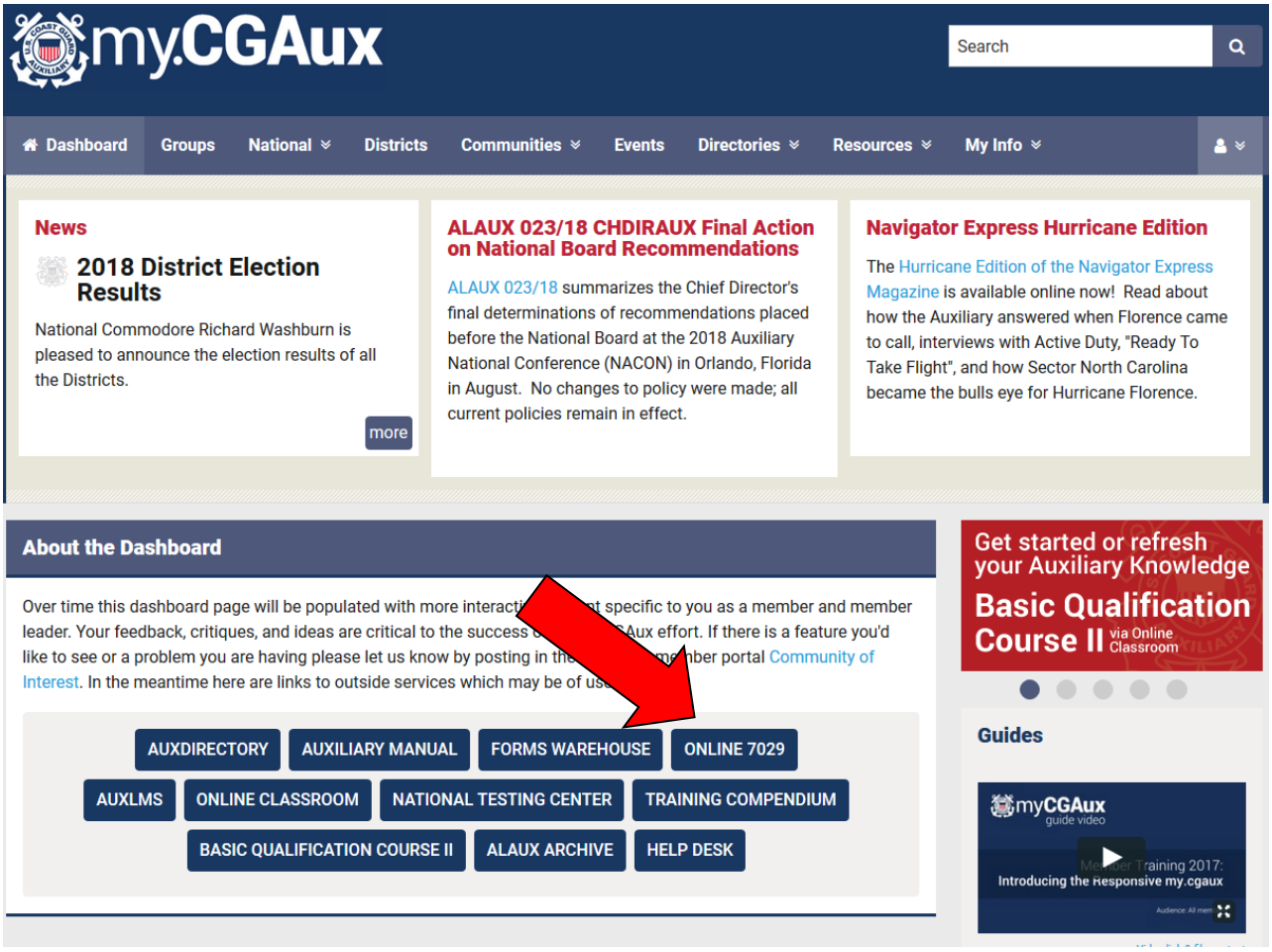
Using the online 7029

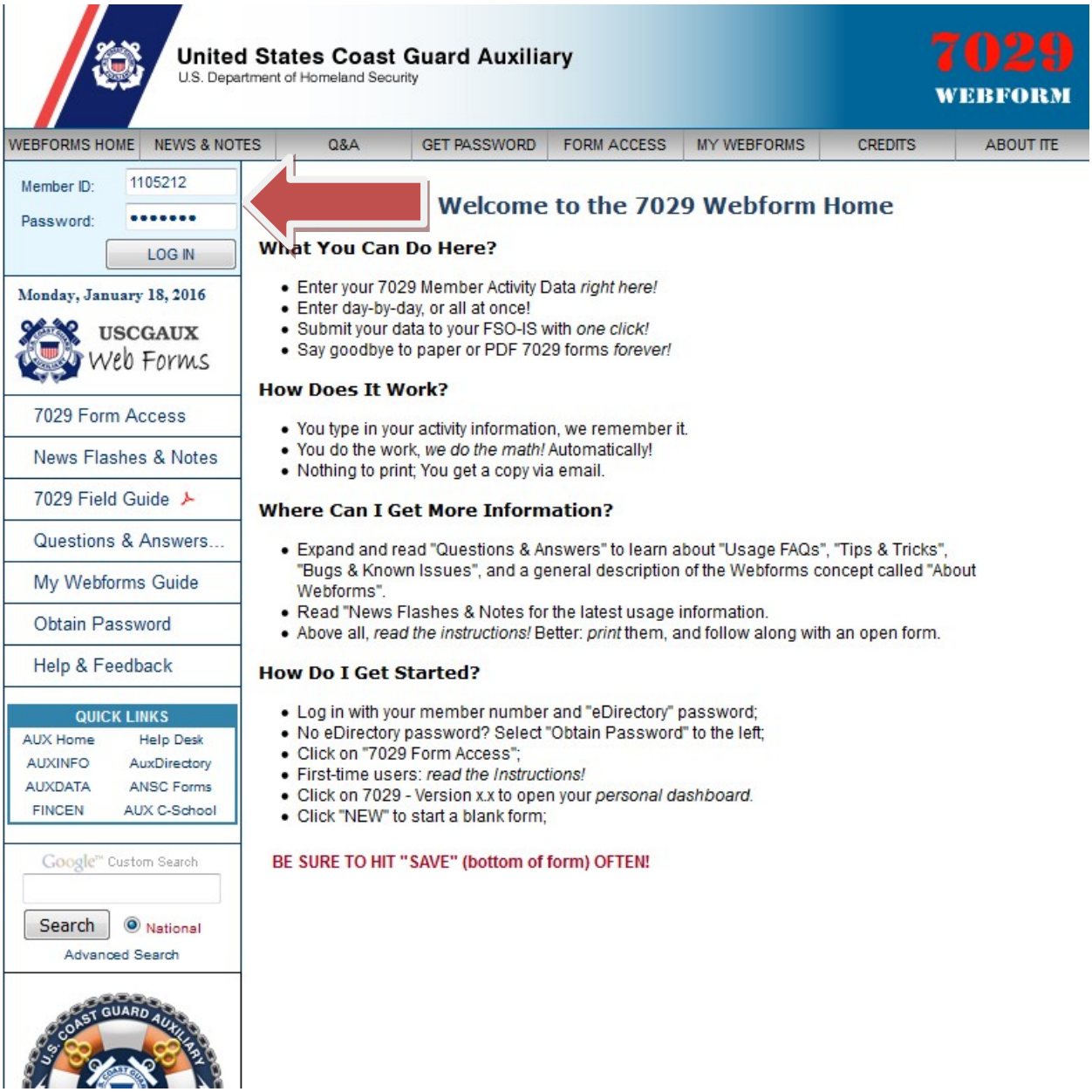
It is important that we report the hours we spend doing work for the Auxiliary. The hours are reported to Congress and is a large part of what determines the budget we receive from the U.S. Coast Guard. Any time you spend working, studying, traveling, preparing, etc., for the Auxiliary should be reported. Most of your activities will be reported on the ANSC-7029 form. There is now an on-line version of this form and it's extremely easy to use and submit.

Start at the National web page my.CGAux.org

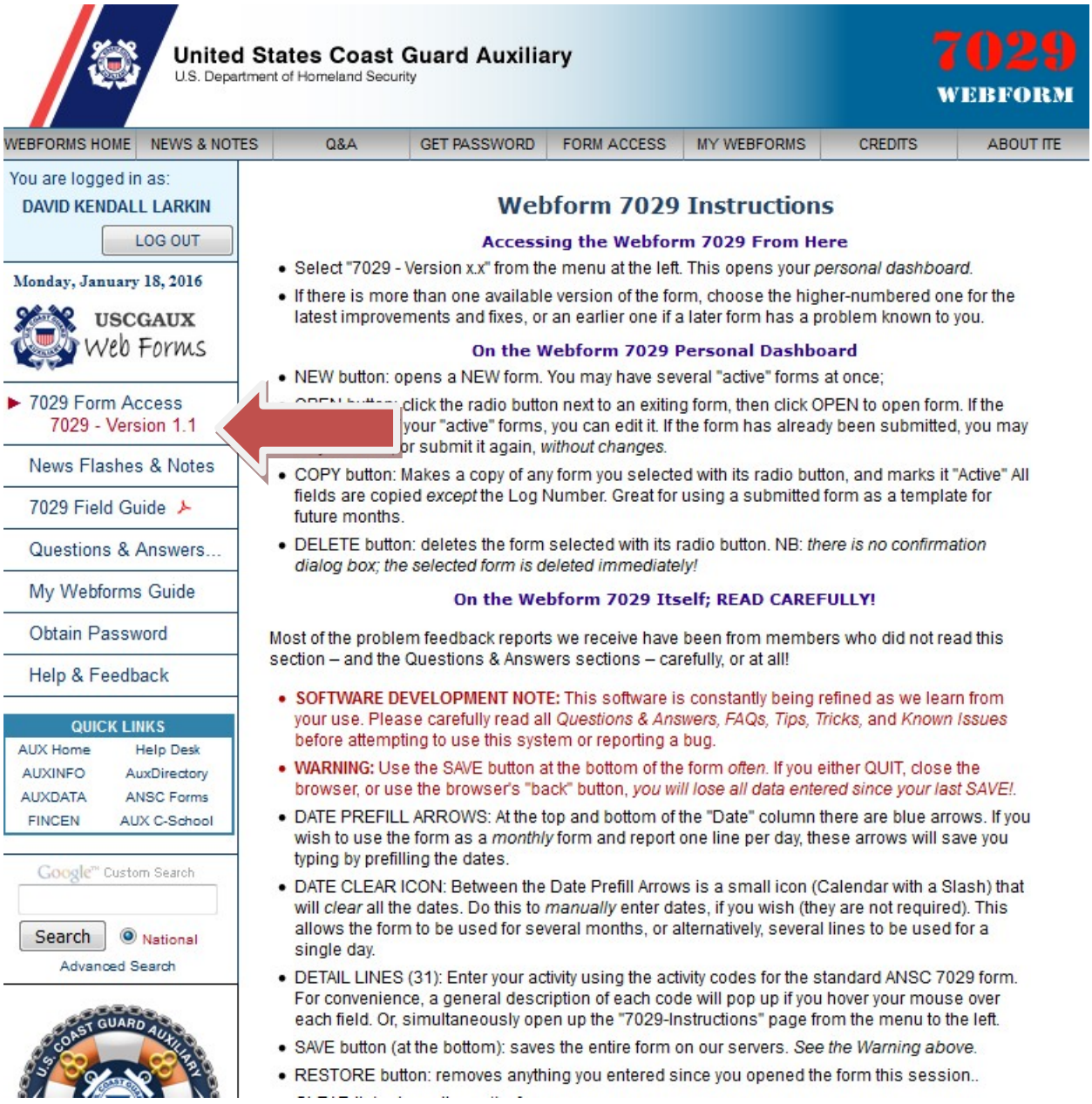
Click on "Online 7029" button.



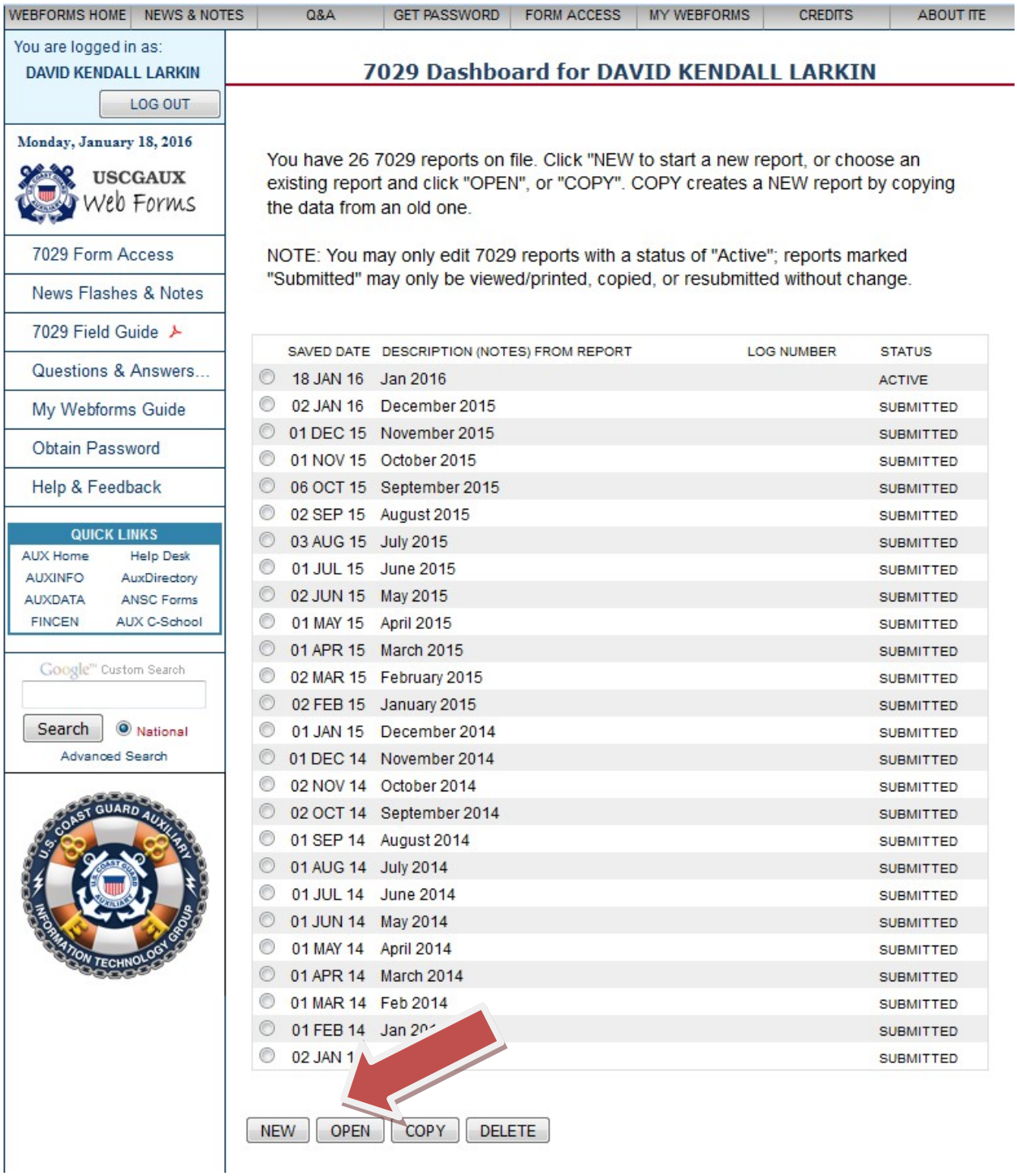
Enter your member number and password (same as other AUX pages) and click “Log In”



Click on “7029 Form Access”, then click on “7029 – Version 1.1”



You will now be on your “dashboard”. If this is your first time click the “New” button on the bottom to start a new report, otherwise select the month you want and click “open”.



This is the actual form. You just click in the boxes and enter your hours, miles and expenses. The mission description box is for your use however you want to use it. The form automatically totals everything up.

DEPARTMENT OF HOMELAND SECURITY
U. S. Coast Guard
7029 Webform (03/11)
327148 ACTIVE

U. S. Coast Guard Auxiliary — 2016

MEMBER ACTIVITY WORKSHEET

Use this form to report activities not reported on any other AUXDATA form.

Section 1 – Member Information

DAVID KENDALL LARKIN	District 130, Flotilla 04-04	dlarkinrn@gmail.com, david.larkin@cgauxnet.us

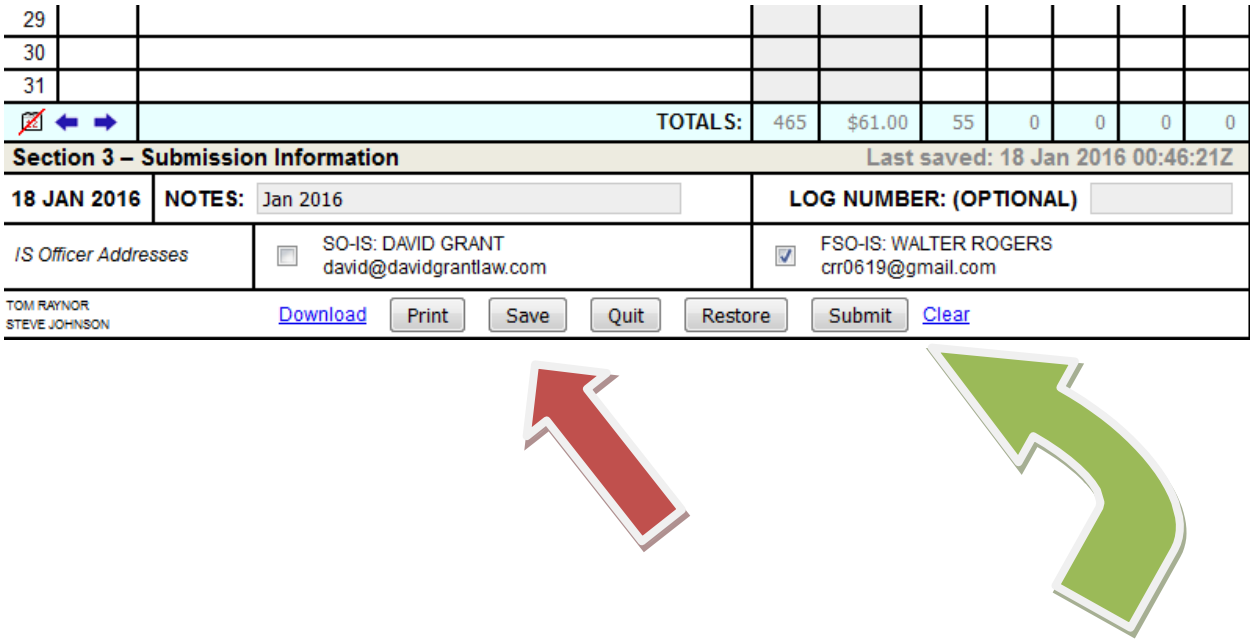
Section 2 – Activity Information — Check to Show/Enter Details: ☑

ITEM	DATE	MISSION DESCRIPTION (42 CHARACTERS MAXIMUM)	NON-REIMB.		HOURS PER MISSION CATEGORY				
			MILES	EXPENSE	99A	99B	99C	99D	99E
1									
2	02JAN	Flotilla 45 COW, Prep for speaking	186		9				
3	03JAN	DCDR, prep for COW			3				
4	04JAN	DCDR, travel to Station PA	12		4				
5	05JAN	DCDR, prep for COW, emails			2				
6	06JAN	DCDR, SO-OP			1				
7	07JAN	Fellowship, DCDR	8	15	3				
8	08JAN	Prep for COW, pick up flags	100		6				
9	09JAN	Division COW	140	15	10				
10									
11	11JAN	BC-RSP			3				
12									
13									
14	14JAN	Fellowship	8	15	3				
15	15JAN	DCDR, FSO-OP			1				
16	16JAN	Flotilla meeting, DCDR	11	16	6				
17	17JAN	DCDR			4				
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
☑		TOTALS:	465	$61.00	55	0	0	0	0

Section 3 – Submission Information — Last saved: 18 Jan 2016 00:46:21Z

18 JAN 2016	NOTES: Jan 2016	LOG NUMBER: (OPTIONAL)

When you are done be sure to click the “save” button before you “Quit”.



At the end of the month click the “Submit” button and it will automatically go the selected IS officer shown at the bottom.

That’s all there is to it!