

Reporting Academy Admissions Partner And Auxiliary Activity

Hello (Aux Name)

I am David Sot, USCG Auxiliary National Staff Division Chief, Academy Liaison in the Human Resources Directorate. I am an Academy Admissions Partner in the state of Georgia and serve as a member on the Academy Admissions Partner Management and Advisory Board.

For those not familiar, the mission of the Auxiliary Academy Liaison division is to facilitate communication between the leadership and management of the US Coast Guard Academy and the national leadership of the Coast Guard Auxiliary by maintaining contact with the Office of Admissions of the Academy relating to Auxiliary participation in the Academy Partners program.

We will use this and future forums to discuss, review and update information pertinent to Auxiliary/Academy Admissions Partner participation. These communications are in addition to Academy updates and informational emails sent to all Academy Admissions Partners by Tamara McKenna, Associate Director of Admissions for Volunteer Programs.

Performing partner activity requires several areas of reporting. **The Academy and the Auxiliary are separate independent systems.** Remember-- if your activity is not reported you do not receive credit for your efforts, nor does Admissions know at which events you are representing the Academy. Additionally, the Admissions office regularly reviews partner activity and will remove partners from the program due to insufficient involvement.

[USCG Academy Admissions Event Summary Form](#): Report event activity (college fairs, high school visits, congressional service academy days, meeting with prospective applicants) on this form. This form is located on the Partner Portal (Bear's Den) and can also

be bookmarked in your browser as a favorite. (If you are participating as a staff member during AIM, you do not need to complete this form as Admissions records your activity. If you have conducted an applicant interview, please only complete the interview summary form.

USCG Auxiliary, Reporting Partner Activity on Forms 7030 and 7029

Form 7030:

- **09 ACADEMY INTRODUCTION MISSION (AIM)** - Activity specifically related to the recruitment and support of students involved in the annual AIM program. This includes time spent on AIM related public appearances, counseling and guiding candidates interested in the AIM program. All hours spent coordinating logistics for and providing direct on scene (USCG Academy) support at the summer AIM program shall be reported. When performing a mission outside your home or office, the proper uniform is required. Note: The majority of reporting for this category is for Auxiliarists that volunteer and assist the USCGA Admissions Division during the summer AIM program.

- **90-A CG PARTNERS PROGRAM** - Hours spent in the recruitment of qualified young women and men into the USCG Academy. exclusive of AIM support (see code 09). Report all hours performing public appearances in support of the Coast Guard Academy including college fairs, service academy events, applicant interviews, high school visits, send off events, and meetings with prospective applicants. When performing a mission outside your home or office, the **proper uniform is required**.

Form 7029 Auxiliary Reporting Form: Based on your Auxiliary position, use either category 99-A or 99-E to report time spent in preparation, travel or event related activity that is not reported on the 7030 form.

Very Respectfully,
David Sot, DVC-HI
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