**7029 Code Use Guidance**

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| **USE**  **99A** | **For Leadership Time. If you are an elected or appointed officer (Except MS Officers) and undertaking non-mission activities to fulfill the responsibilities of your position including such things as:**   1. Preparation for and attending  Flotilla, Division, District or National Meetings 2. Meeting or communicating with prospective members, 3. Communicating with members interested in qualification in your program area 4. Mentoring 5. Email, phone calls and records management for your program area 6. Preparing reports for meetings or for staff officers at a higher organizational level 7. Travel to and from meetings or conferences 8. MS Officers should complete ANSC 7030 form with mission code 70K for the above listed activities. 9. IS Officers should complete ANSC 7030 with mission code 92 for data entry,. |
| **USE**  **99B** | **For hours not otherwise reported on ANSC 7030, ANSC7038 or ANSC7046 related to Recreational Boating Safety Missions including:**   1. Preparation for PA (10), PE (14), UMDV(11), VE(91), AUXMP(1,2,3,22A), 54A. 55A ATON(30,31,32), ICE(53), SAR(23,24) Missions (including boat and aircraft prep) 2. Travel to and From the above listed missions (except when trailering) 3. Post- Mission record preparation and reporting 4. AUXMP training (22a) Mission Preparation, travel to and from mission and post-mission recordkeeping |
| **USE**  **99C** | **For hours not otherwise reported on ANSC 7030 or ANSC 7038 related to Marine Safety and Environmental Protection Missions including**:   1. Leadership activities undertaken by MS officer of all levels must be reported on 7030. 2. Preparation for CSV (80), MEP(28), MS(70, 80, 91c through 91g) missions-**EXCEPTIONS: 70N, 70U, 80B, 80D, AND 80Fmust be reported on 7030.** 3. Travel to and from the above listed missions 4. Post-mission record preparation and reporting 5. Travel to and from MS Training and PQS missions including study/preparation time-   **EXCEPTION 70U must be reported on a 7030.** |
| **USE**  **99D** | **For hours not otherwise reported on ANSC 7030 for Member Training (06) or ANSC 7039 for Workshops including:**   1. Time spent preparing to give Auxiliary MT Courses (Instructor only) 2. Time spent in Member Training classes (Trainees) including AUXOP Course, ICS, C-School, FC Academy or other Auxiliary Courses (except Auxiliary Workshops such as TCT which is reported on a Workshop Attendance form) 3. Time spent preparing for, studying or doing homework for a class - **EXCEPT for Mission 70U which must be reported on 7030.** 4. Time spent taking on-line courses and on-line examinations – **EXCEPT for courses required for MS Training Ribbon or Trident device which must be reported on 7030**   **as mission 70U.**   1. Time spent travelling to and from Auxiliary MT Courses 2. Time spent on MS Training should be filed on an ANSC 7030 using mission code 70U. 3. Time spent on PA Training should be filed on an ANSC 7030 using mission code 10G. |
| **Use**  **99E** | **General and CG Support (Logistics): For hours not otherwise reported on an ANSC7030 form or other Administrative activities not related to an elected or appointed position including**:   1. Preparation for CGADMN (08), CGOPS(01,20,21,22,26,54b, 55b), GOVSUP (41,42,43), HS(93), IA(60), LO(65), OR (85), and UREC(09,90) missions. 2. Travel to and from the above listed missions 3. Post Mission Recordkeeping and Reporting 4. Participation in Flotilla, Division, District, National or CG Committees when not an elected or appointed officer 5. Preparation for and travel to and from above mentioned committee meetings 6. Attendance at meetings and conferences (as a General Member) 7. Preparation for and travel to and from the above mentioned meetings and conferences 8. Mentoring |
| **MILEAGE and EXPENSES** | 1. Mileage: List total miles driven that were not covered by orders for daily or overnight missions. 2. Do **NOT**include mileage costs in Expenses 3. Expenses include parking, tolls, lodging and meals for overnight missions only when **not** under orders |