DEPARTMENT OF
HOMELAND SECURITY
U.S. COAST GUARD
ANSC-7007 (1-04)

U.S. COAST GUARD AUXILIARY

ANNUAL UNIT OFFICERS REPORT

SECTION I UNIT MEETING DATA

UNIT NUMBER	UNIT NAME (As recorded in AUXDATA)	

UNIT MEETING LOCATION	MEETING DAY	TIME

SECTION II OFFICERS DATA

MEMBER ID	LAST NAME, INITIALS	OFFICE	
		FLOTILLA	DIVISION
		FC	DCP
		VFC	VCP
		IPFC	IPDCP
		FSO-AN	SO-AN
		FSO-CC	SO-CC
		FSO-CM	SO-CM
		FSO-CS	SO-CS
		FSO-FN	SO-FN
		FSO-IS	SO-IS
		FSO-MA	SO-MA
		FSO-MS	SO-MS
		FSO-MT	SO-MT
		FSO-OP	SO-OP
		FSO-PA	SO-PA
		FSO-PB	SO-PB
		FSO-PE	SO-PE
		FSO-PS	SO-PS
		FSO-PV	SO-PV
		FSO-SR	SO-SR
		FSO-VE	SO-VE

Note: Under OFFICE heading: If this is a flotilla report, draw a line through the division office codes.
        If it is a division report, draw a line through the flotilla office codes.

SECTION III REMARKS

DATE	SIGNATURE OF UNIT LEADER	

Previous edition may be used until supplies are exhausted

A. GENERAL

1. This form is used annually to report the election and appointment of unit officers. The Flotilla Commander or the Division Captain 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 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 P.M. 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 members 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. An office code is listed below.

2. If this is a flotilla report, draw a line through the division office codes. If this is a division report, draw a line through the flotilla codes.

    NOTE; If the Flotilla Commander or the Division Captain is serving in the second year in office, the member is not designated as Immediate Past (IP) Flotilla Commander or Division Captain.

3. Enter the member's seven digit member ID, their last name and initials in the spaces provided.

D. SECTION III - REMARKS

4. REMARKS - Any remarks concerning either the unit meeting or elected / appointed officer's data section should be entered here.

5. DATE OF SUBMISSION - Enter the date the form is submitted.

6. 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 Captain (DCP)
Flotilla Vice Commander (VFC)	Division Vice Captain (VCP)
Immediate Past Flotilla Commander (IPFC)	Immediate Past Division Captain (IPDCP)

APPOINTED

	FLOTILLA	DIVISION		FLOTILLA	DIVISION
Aids to Navigation Officer (AN)	FSO-AN	SO-AN	Operations Officer (OP)	FSO-OP	SO-OP
Career Counselor Officer (CC)	FSO-CC	SO-CC	Public Affairs Officer (PA)	FSO-PA	SO-PA
Communications Officer (CM)	FSO-CM	SO-CM	Publications Officer (PB)	FSO-PB	SO-PB
Communications Services (CS)	FSO-CS	SO-CS	Personnel Services Officer (PS)	FSO-PS	SO-PS
Finance Officer (FN)	FSO-FN	SO-FN	Public Education Officer (PE)	FSO-PE	SO-PE
Information Services Officer (IS)	FSO-IS	SO-IS	Program Visitor Officer (PV)	FSO-PV	SO-PV
Materials Officer (MA)	FSO-MA	SO-MA	Vessel Examination Officer (VE)	FSO-VE	SO-VE
Marine Safety Officer (MS)	FSO-MS	SO-MS	Secretary / Records Officer (SR)	FSO-SR	SO-SR
Membership Training Officer (MT)	FSO-MT	SO-MT			