

USCG Auxiliary – Member Guide to Time Reporting

This is a quick reference guide for how to report your time to your IS Officer using ANSC form 7029 for entry into AuxData II.

Self-entry of time into [AuxData II](#) is the ultimate goal, but your FSO-IS will happily accept your hours in other formats so the time can be reported! All forms for reporting your Auxiliary time are located at forms.cgaux.org. Many forms are PDF, some are also available as E-Forms. E-forms allow you to complete your form online, click submit and the form will automatically be sent to you and your FSO-IS. PDF forms require you to save a version to your computer and manually email it to your FSO-IS (or print and submit a hard copy).

Much of your time in the Auxiliary will be reported on the ANSC 7029 form, in one of five categories:

99A – Stands for ADMINISTRATION

- Time spent on administrative tasks for your elected or appointed officer position.
 - *EXCEPTION:* Marine Safety (MS) Administrative time is reported as 70K on the ANSC 7030 form.

99B – Stands for BOATING SAFETY

- Time spent preparing and traveling for any mission in support of Recreational Boating Safety. (The time spent performing the mission itself will be reported on a 7030 form.)
 - Examples: Preparation and travel for operational patrols, Public Affairs events, Public Education classes, Program Visits, etc... Also includes time spent working on your facility to get it ready for inspection or for patrols.

99C – Stands for CONSERVATION

- Time spent preparing for and traveling to/from Marine Safety missions that is not otherwise reported on a 7030. Includes preparation and travel for MS, MEP, CFV, UPV and UTV missions.
- Members performing Marine Safety missions need to become familiar with the many Marine Safety codes (beginning with 70 and 80) to properly report their time.

99D – Stands for DEDICATION TO EDUCATION

- Time spent preparing for, travelling to, studying for and receiving off-the-water training (in-person or at home online). This includes time spent reading emails, completing homework, making travel arrangements or otherwise preparing for the training class (ex: C-School).
 - If you are delivering the training, your time is reported on a 7030 form as 06A or 06B, depending on the topic (operational vs. non-operational, respectively).
- 3 EXCEPTIONS:
 - If the course is an in-person National Workshop (ex: TCT, Operations/Comms/VE/PA/IS Annual Workshops), the classroom time is reported on a 7039 form by the instructor. Only prep and travel for this class should be reported on a 7029 form as 99D.
 - If you are studying material that will lead to a Public Affairs qualification, record your study time on a 7030 form as 10G (Public Affairs Training), NOT as 99D.
 - If you are studying material that will lead to a Marine Safety qualification, record your study time on a 7030 form as 70U (Marine Safety/Marine Environmental Protection Training), not as 99D.
- Note: If you are attending a C-School under orders, all of your time from the moment you leave home to the moment you return home (including time spent traveling, eating and sleeping while you're away), is reported as 99D.

99E – Stands for EVERYTHING ELSE

- Time spent doing things that do not fall into any other category, for example:
 - Attending your Flotilla meeting, but you are not an appointed or elected officer
 - Fellowship (ex: annual Flotilla Barbecue or Holiday Party, dinner with shipmates prior to meetings)
 - Maintaining your uniform
 - Attending the Coast Guard Festival (as a spectator)

Note: While it is important to report your “99 time” under the correct mission code, it is not the end of the world if you make a mistake. What is most important is that the time is reported. Your IS officer will make any necessary corrections based on the summary you provide (ex: 7029 form).

Notes about Reporting Time in AuxData II

- Report your “99 time” in monthly “bundles.” You can use a 7029 form (or other summary document) to record your daily hours for the month and submit one Activity Log for each mission code with your monthly total. Attach the 7029 form (or other summary document) to the Activity Log for the FSO-IS to review.
 - See page 3 for an example 7029 form and summary of Activity Logs to be entered.
- Once your Activity Log has been approved in AuxData II, please delete the attached 7029 form (or other summary document) from your FILES in AuxData II to free up space on the server. Be sure to keep an offline copy of the summary document for your records (on your personal computer).
 - Please go to your FILES section and delete any documents in support of “99 hours” for 2021.
 - DO NOT DELETE files for any other mission codes, or for 99D time (such as certificates, transcripts, or self-attestation forms).
- Documents supporting FEMA and other Leadership Designations should be uploaded and stored in AuxData II as part of the Activity Log documenting the time spent studying/testing and completing the course. Do not delete these files from AuxData II. (Ex: FEMA certificates, leadership course completion letters, transcripts, etc...)
- TASKS – We have seen a wide variety of errors in the way TASKS are being entered by members nationwide, so members are now asked to NOT enter their own TASKS on an Activity Log. Please notify your FSO-IS (using the Summary of Activities field) that you completed a specific class or task. A follow-up email to the FSO-IS is probably a good idea, too!
- Members need to have all of their time reported in AuxData II by 15DEC of each year. Any time occurring 15DEC-31DEC will need to be entered by 31DEC. Awards are determined based on the time reported in AuxData II by 01JAN of the new year. Any time entered after this point will not be included in Awards calculations.
 - The request for “bundled” monthly time entries and to have all time entered by 15DEC is an effort to prevent our IS officers from being inundated with time entries during the holidays.

SUMMARY

- Enter time for all mission areas at least monthly.
- Bundle your “99 time” with summaries submitted once a month. Do your best to use the correct mission code.
- Do not enter TASKS yourself – send them to your IS Officer for entry.
- Enter/submit all time for the year before 15DEC. Time occurring 15DEC-31DEC needs to be entered/submitted before 31DEC.
- After your Activity Logs for “99 hours” have been approved, delete the uploaded documents from your FILES in AuxData II. DO NOT DELETE certificates, transcripts, completion letters, or self-attestation forms!

SAMPLE BUNDLED 7029 FORM:

| | | |
|---|--|------|
| DEPARTMENT OF HOMELAND SECURITY U. S. Coast Guard 7029 Webform (03/11) <small>E48440 ACTIVE</small> | U. S. Coast Guard Auxiliary MEMBER ACTIVITY WORKSHEET Use this form to report activities not reported on any other AUXDATA form. | 2019 |
|---|--|------|

Section 1 – Member Information

| | | |
|-------------------------|------------------------------|--|
| JENNIFER LEIGH POTRAFKA | District 091, Flotilla 18-05 | jpotrafka.uscgaux@gmail.com, jennifer.potrafka@gmail.com |
|-------------------------|------------------------------|--|

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 | 01JUN | FSO-IS Admin | 0 | | 2.0 | | | | | |
| 2 | 02JUN | | | | | | | | | |
| 3 | 03JUN | | | | | | | | | |
| 4 | 04JUN | | | | | | | | | |
| 5 | 05JUN | Study for AUXWEA | | | | | | 3.0 | | |
| 6 | 06JUN | | | | | | | | | |
| 7 | 07JUN | | | | | | | | | |
| 8 | 08JUN | Prep/Travel for Livonia Passport to Safety | 22 | | 2.0 | | | | | |
| 9 | 09JUN | | | | | | | | | |
| 10 | 10JUN | 18-05 Mtg Prep/Travel Only | 22 | | 3.0 | | | | | |
| 11 | 11JUN | Dropped off cookies to Station Belle Isle | 66 | | | | | | 2.5 | |
| 12 | 12JUN | | | | | | | | | |
| 13 | 13JUN | | | | | | | | | |
| 14 | 14JUN | | | | | | | | | |
| 15 | 15JUN | | | | | | | | | |
| 16 | 16JUN | | | | | | | | | |
| 17 | 17JUN | | | | | | | | | |
| 18 | 18JUN | | | | | | | | | |
| 19 | 19JUN | | | | | | | | | |
| 20 | 20JUN | | | | | | | | | |
| 21 | 21JUN | | | | | | | | | |
| 22 | 22JUN | | | | | | | | | |
| 23 | 23JUN | | | | | | | | | |
| 24 | 24JUN | | | | | | | | | |
| 25 | 25JUN | | | | | | | | | |
| 26 | 26JUN | | | | | | | | | |
| 27 | 27JUN | | | | | | | | | |
| 28 | 28JUN | | | | | | | | | |
| 29 | 29JUN | | | | | | | | | |
| 30 | 30JUN | | | | | | | | | |
| 31 | | | | | | | | | | |
| <input checked="" type="checkbox"/> ← → | | | TOTALS: | 110 | \$0.00 | 7 | 0 | 0 | 3 | 3 |

Attach this form to all three activity logs (or submit form to IS Officer for entry).

Once the logs are approved, delete this document from your FILES in AuxData II,

Activity Log #1:
99A: 7hrs, 44 miles

Activity Log #2:
99D: 3hrs

Activity Log #3:
99D: 3hrs, 66 miles

Section 3 – Submission Information Last saved: 05 Jun 2019 15:46:17Z

| | | |
|----------------------|--|--|
| 10 JUN 2019 | NOTES: June 2019 - HOURS | LOG NUMBER: (OPTIONAL) 2019-06 |
| IS Officer Addresses | <input type="checkbox"/> SO-IS: STEPHEN FLETCHER sfletcher.uscgaux@wowway.com | <input checked="" type="checkbox"/> FSO-IS: JENNIFER POTRAFKA jpotrafka.uscgaux@gmail.com |