

# AD2 Activity Logs, Tips & Tricks

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This document provides additional guidelines, tips, and tricks to help you submit your Activity Logs efficiently and correctly, and to reduce submission issues.

This document IS NOT a AUXDATA II(AD2) training document. For specific AD2 training & “How To” guides, please visit <https://wow.uscgaux.info/content.php?unit=IT-GROUP&category=how-to-members>

## Table of Contents

<b><i>"Summary of Activity" Needs To Align With Mission Code</i></b>	<b>2</b>
<b><i>Do Not Mix Different Mission Hours in a Single Activity Log</i></b>	<b>2</b>
<b><i>Separate P/T Time From Mission Time</i></b>	<b>2</b>
<b><i>Confirm OPCON for CG Related Missions</i></b>	<b>3</b>
<b><i>Cloning/Duplicating Activity Logs</i></b>	<b>3</b>
<b><i>How &amp; When To Submit 99A Time As A Staff Officer</i></b>	<b>5</b>

## "Summary of Activity" Needs To Align With Mission Code

When completing the "Summary of Activity" section for your AL, please ensure that it aligns with the MC you're using for that AL. Please provide enough data that your summary accurately describes the time you spent, but not so detailed that it's a minute by minute account.

For example if you're submitting 99B time for all your RBS[VSC/PE/PA/PV] missions for the month, the Summary should read something like...*"April P/T for RBS Missions"*. Or optionally you can add which missions this covered... *"April P/T for RBS Missions: VE & PV"*. What you do not need to provide is a daily account of each hour you spent on each mission, as this becomes too much detail for the IS team to review and can raise unnecessary questions. *"Just the facts ma'am"*

## Do Not Mix Different Mission Hours in a Single Activity Log

Avoid mixing different mission hours into one AL, which is most commonly done for Mission Codes(MC) 99A-E. So if you happen to complete more than one type of mission in the same day/travel period (i.e. FL meeting & RBS Missions), when you submit your Prep & Travel(P/T) time you need to split the P/T time between a 99A/E(depending on your member position) for the meeting and a 99B(for any/all of the RBS missions). An easy way to remember which 99 MC is used for what is...

- 99A** = Administrator: Any time spent as any staff position: meetings, admin work, P/T, etc.
- 99B** = Boating Safety(RBS): This is P/T for any RBS mission... VE, PE, PA, PV, Crew, etc
- 99C** = Coast Guard: Any P/T for conducting or assisting with specific CG related missions
- 99D** = Development: Training, which includes class, study, prep, and/or travel time
- 99E** = Everything Else: Any admin time (emails, on-line research, etc) or other P/T time

For further information on which 99 code to use please refer to [Mission Code 99\\* Category Guide](#) and [D11S Activity Log Mission Code/OPCON Matrix \(Consolidated with 99P/T Codes\)](#)

## Separate P/T Time From Mission Time

Almost every mission requires some amount Prep & Travel(P/T) time. This time, even if it's intermingled with the mission time, needs to be separated out from the actual mission into its own AL. This includes, but not limited to prep, travel, lunch, breaks, or anything else not associated with the mission. Examples:

- **Partner Visit or RBS Visitation Mission:** The ONLY time that is submitted on your "11 RBS PROGRAM VISITS" AL is the accumulated time you spent at each location conducting the visit. Any prep for those visits or travel time to/from/between visits/locations should be accumulated into one 99B, or added into your monthly 99B.
- **Vessel Safety Checks:** If you're conducting more than one VSC within a day, any time spent in between those VSCs should be accumulated with your initial P/T time and submitted into a 99B, or added into your monthly 99B.

## Confirm OPCON for CG Related Missions

For several CG related missions such as OPS, CA, UPV, ATON, and several others, you need to update the OPCON from its default of ELEVNTH SOUTHERN to the appropriate OPCON for that mission.

For a full list of Mission OPCONS, please refer to [D11S Activity Log Mission Code/OPCON Matrix \(Consolidated with 99P/T Codes\)](#). This matrix also contains the associate 99 P/T codes as well.

## Cloning/Duplicating Activity Logs

Any easy way to save time when submitting reoccurring Activity Logs(AL) like your 99\* missions, is to duplicate or CLONE a previous AL.

How to CLONE an AL:

- Once logged into AD2, from the Home page select **Go To My Record**
- From here select the **RELATED** tab, then scroll to the **Member Activities** section and select **View All** from the bottom right
- This will display all of your recent ALs.
- Select an AL that you'd like to CLONE
- Once the AL has opened, select CLONE from the upper right corner of the AL screen and a new AL will appear.
- Once the AL has been cloned, there are several fields which require updating, as cloning an AL will clone some things but not all, and some that are cloned may require updating.

Fields that are cloned: Mission Code, Mission Start Time, Duration, & Member Assignment/Position

Fields that are set to default/blank: Unit, OPCON, Activity Code, Review Status, Summary of Activities

Fields that require updating: Mission Start Time, Duration, OPCON(if applicable), Summary of Activities

What Mission Codes can be cloned? : Most non-operational activities/MCs can be cloned. Some examples that cannot be cloned are 91\*, 14\*, and 11. If you attempt to clone a MC that cannot be cloned you will receive a notice within AD2 and you'll need to create a new AL for that Mission.

## Consolidating/Aggregating 99A-E Hours into Monthly ALs

All 99A-E hours can be consolidated/aggregated into a single AL to record hours spent over a specific month, so there is no need to submit a separate AL for 99A-E time for each time work is completed against any of these MCs. This will not only save you time, but the IS team as well who has to review and approve these.

When submitting a monthly AL for 99A-E MCs, here's some tips...

- Ensure that the *Mission Start Time* has the first day of that month rather than the last. Reason is that if you use the last day of the month and your hours exceed 24, then your *Mission End Time* will be calculated for ending in the following month and could throw off monthly reporting.
- Clone your previous month's AL so you don't need to create a new one from scratch...
  - The easiest way to clone a 99A-E AL is to wait until the first day of the month to submit your previous month's 99A-E AL.
  - On the first day of the month open your previous month's AL and submit it for approval, but stay in the AL window after submitting it.
  - Then towards the upper right, select CLONE, and this will create a new AL that you can use for the current month's 99A-E time. Then either add your time as the month progresses, or add it all in at once when submitting for approval.
- A few things to note about cloning an AL for a current month's use....
  - While the Mission Code, Mission Start Time, Duration, and your Member Assignment(LEAD/NON-LEAD/TRAINEE) are cloned, the Summary of Activity is not.
  - So when cloning an AL, the following need to be updated/validated:
    - *Mission Start Time* - Change date to the first day of the new month. The actual time is not important.
    - *Duration* - This can be set to 0 until you've completed your time as the month progresses
    - *Summary Of Activity* - This will be blank and needs to be completed accordingly. If submitting for the month, please state it as such
    - NOTE: If cloning a AL for a Mission Code that requires a specific OPCON, ensure the OPCON is correct, as the original AL's OPCON will be reset to the default of ELEVENTH SOUTHERN

## How & When To Submit 99A Time As A Staff Officer

**99A:** Any time you accrue performing staff officer duties, including P/T time supporting those duties, is considered to be 99A time and should be reported as such.

**99A Aggregation/Consolidation:** If you hold multiple staff positions, ALL your time maybe included into a single 99A for the moth as long as you break out which time was spent on each office(this includes P/T, admin, and meeting time for each office as well). E.I.: One 99A for a month totaling in a duration of 40 hours for three staff positions may have the Summary of Activities as... *"Feb Admin Duties: FSO-IS(23); FSO-VE(12); FSO-CS(5)"*.

**Summary of Activities:** The summary description of what the time refers to should be just that, a summary. If you accrued time for your FSO position for the month, then a brief summary is all that's needed, i.e. .... *"Sep admin hours for FSO-XX: email, general admin, P/T"*. There is no need to break down each day's time and activity. You may keep this information for your own records, but is not required nor necessary for your activity log.

### **Flotilla Meetings:**

Meeting & P/T time fall under 99A IF:

- You're an FSO for that flotilla
- You're not an FSO for that flotilla but a higher level Staff Officer(SO, ADSO, etc) performing tasks associated with your office(presentations, inspections, etc)
- You're attending another flotilla's meeting representing or preforming tasks associated with your office(FSO, SO, etc).

Meeting & P/T time fall under 99E IF:

- You're a member of that flotilla, not an FSO, but a higher level Staff Officer(SO, ADSO, etc) NOT performing tasks associated with your office.
- You're attending another flotilla's meeting NOT representing or preforming task associated with your office.