# 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 <u>https://wow.uscgaux.info/content.php?unit=IT-GROUP&category=how-to-members</u>

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# "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 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 <u>Mission Code 99\* Category</u> <u>Guide</u> and <u>D11S Activity Log Mission Code/OPCON Matrix (Consolidated with 99P/T Codes)</u>

### 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 <u>D11S Activity Log Mission Code/OPCON Matrix</u> (<u>Consolidated with 99P/T Codes</u>). 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

<u>What Mission Codes can be cloned?</u> : 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.

# Submitting Public Education Activity Logs

Submitting the ALs for a given class can be tricky depending on how many instructors are involved, if there were any assistants (member non-certified instructors), how much of the class each instructor taught, etc.

Here are some quick reminders for submitting a PE AL...

- Each class needs at least 1 LEAD instructor.
- For multiple instructors attending the class but only teaching a portion of it, each instructor must have time submitted under both LEAD & NON-LEAD. Non-certified assistants must be listed as NON-LEAD. Trainees must be listed as TRAINEE
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- Class information such as Last Class, Enrollees, & Graduates must only be entered once, and should be completed by the coordinating lead instructor, with all other ALs being submitted with no class info at all and Last Class=NO

Example A detailed guide to how to submit a PE Class AL can be found at <u>https://drive.google.com/file/d/1gRRDZ\_r3nLlaxXoQgFmbz13S7G3fOcPs/view</u>.

# Submitting Public Education ALs for Instructors & Assistants

Submitting the ALs for a given class can be tricky depending on how many instructors are involved, if there were any assistants (member non-certified instructors), how much of the class each instructor taught, etc.

There are several important factors to note when reporting Public Education missions:

- For a class to be considered "official", the content of the course must be approved by the Coast Guard and/or NASBLA (National Association of State Boating Law Administrators). This means that we must be using the text and material that is available to us through the Coast Guard Auxiliary. Some of the courses allow you to customize the material for your area. Some of these courses require a final examination to receive a boating education class certificate while others do not.
- Every class needs a lead instructor. The lead instructor for a Public Education mission must be a certified Auxiliary Instructor.
- A member who is not a certified Auxiliary Instructor, may teach under supervision of a certified instructor, but the time for the non-certified instructor will be recorded as non-lead, and the time for the certified instructor will be Lead.
- Certified Instructors who assist in the class should be reported as Non-Lead.
- If more than one instructor is teaching a course, a separate Activity Log must be created when there is a change in instructor. For example, your flotilla is teaching the ABS course on Saturday, and you have two certified instructors (Tom and Joanne) scheduled to teach. The first instructor, Tom, will teach chapters 1-4 and Joanne will teach chapters 5-7 plus the final exam, both instructors are present for the entire course and the one who is not the lead is assisting with the instruction. Two Activity Logs must be created one for the 4 hours with Tom as lead and Joanne as non-lead, and another with Joanne as lead and Tom as non-lead.
- To be entered as a non-lead on a Public Education mission, the member must be actively involved in the course. A member sitting quietly at the back of the room and not assisting in any way may record their time as 99B but should not be considered part of the instructional staff, and they should not be included on the Activity Log.
- The position of TRAINEE is to be used for a member who is teaching all or part of the course as part of their initial Instructor qualification or for the reinstatement of an Instructor competency. The member is teaching under the supervision of a qualified instructor. If Auxiliary members are students, they are NOT Trainees. They should report their time as 99D.
- The number of students enrolled and graduated (completed the entire course and exam, if an exam is required for completing the course) is tracked in AUXDATA II. To do this correctly, the enrollee and graduate information must be entered only once per course, and only with the final Activity Log. In the example above, Joanne would include the information on her Activity Log because her activity log represents the end of the course. Tom would not enter that information with his Activity Log.

- Entering the course enrollee/graduate information more than once per course will multiply the actual number of students taught, for example if a course has 10 students and is taught over a period of four nights, if the enrollee/graduate information is included with each Activity Log, the records would show that there were 40 students, not the actual 10.
- MOST IMPORTANT: Instructors need to communicate with each other about who will do the reporting so that hours and student counts are not duplicated!

#### EXAMPLE:

ABS 8 hour class (Setup/breakdown 1 hour, 5 hours instruction, 1 hours for testing/grading, 2 hours of breaks). Five AUX Attendants: Jack(Class Coordinator/Instructor), Mary(Instructor), Jill(Instructor), Bill(Trainee), Sam(non-instructor). Jack & Jill completed the classroom setup and were present for the entire class, while Mary, Bill, & Sam were present only for their portion. Jack taught 2 hours, Mary, Jill, & Bill taught 1 hour each, Jack administered the test and Sam assisted Jack & Jill with grading & breakdown.

NOTE: Only instruction time(includes teaching, testing, grading, assisting) should be submitted under the PE Mission Code(MC). Time for travel and pre-class setup/prep can be added to each individual's 99B accordingly.

#### Activity Logs for are as follows:

#### OPTION #1 – Combine LEAD & NON-LEAD hours to consolidate ALs.

This approach consolidates both LEAD & NON\_LEAD times for 14As, as well as 99Bs where applicable. This reduces the amount of ALs submitted, however requires considerable thought on duration consolidation so not ensure everyone's time is accurate.

AL	MC	Summary	Student Stats	Duration	Member	Position
1	99B	B Class setup/breakdown(1), breaks(2)	N/A	3.0	Jack	LEAD
					Jill	LEAD
2	99B	Class breakdown(.5), grading(.5)	N/A	1	Sam	LEAD
3	14A	ABS: Chapters AA(2) & Testing/Grading(1)	YES	3	Jack	LEAD
					Jill	NON-LEAD
4	14A	ABS: Chapters BB	NO	1	Jill	LEAD
					Jack	NON-LEAD
5	14A A	A ABS: Chapters CC	NO	1	Mary	LEAD
					Jack	NON-LEAD
					Jill	NON-LEAD
6	14A	A ABS: Chapters DD	NO	1	Jack	LEAD
					Jill	NON-LEAD
					Bill	TRAINEE

#### OPTION #2 – Submit Individual ALs For Each Participants Time.

This approach is more straight forward, where everyone just submits an AL per MC/position. This increases the amount of ALs, in this case 2/person for 14A & 1 additional 99B(not withstanding each person's P/T). On the other hand, there is no worry about calculating & combining durations.

AL	MC	Summary	Student Stats	Duration	Member	Position		
1	99B	Class breakdown(.5), grading(.5)	N/A	3	Jack	LEAD		
2	14A	ABS: Chapters AA(2) & Testing/Grading(1)	YES	3	Jack	LEAD		
3	14A	ABS: Chapters BB,CC,DD	NO	3	Jack	NON-LEAD		
4	99B	Class breakdown(.5), grading(.5)	N/A	3	Jill	LEAD		
5	14A	ABS: Chapters AA(2) & Testing/Grading(1)	YES	1	Jill	LEAD		
6	14A	ABS: Chapters BB,CC,DD	NO	5	Jill	NON-LEAD		
And So On For Each Participant								

Additional details & guidance on how to submit a PE Class AL can be found at https://drive.google.com/file/d/1gRRDZ r3nLlaxXoQgFmbz13S7G3fOcPs/view