SECTION 1: To record any Preparation Time, Travel Time To/From, and Post-Mission Paperwork/Reporting Time(s) associated with your mission, please use the appropriate Admin Mission Codes for your Activity Log.

Mission Activity Type	Admin Codes
ATON - Aids to Navigation (30,31,32)	99B
AUXMP - Marine Patrols	99B
CFV – Commercial Fishing Vessel Exams (91c, 91d, 91g)	99C
CGADMN - Cg Administrative Support (08)	99E
CGADMN - Data Entry (IS Officers all levels) (92)	See Note 1: Use 7030 Mission 92
CGOPS - Cg Operational Support	99E
CVS - Commercial Vessel Safety (91c, 80a)	99C
GOVSUP - Government Agency Support (41,42,43)	99E
HS - Health Services (93)	99E
IA - International Affairs (60)	99E
ICE - Ice Operations Mission (53)	99B
LO - Legislative Outreach (65)	99E
MEP - Marine Environmental Protection (28)	99C
MS - Marine Safety (70s, 80s)	99C
MS - Marine Safety (Staff Officers all levels 70K)	See Note 1: Use 7030 Mission 70K
MT - (06) Member Training	99D
OR - Operational Research (85)	99E
RN - Auxiliary Radio Net (20B)	99B
SAR - Search and Rescue (23,24)	99B
UMDV - Marine Dealer Visits (11)	99B
UPA - Public Affairs (10)	99B
UPE - Public Education (14)	99B
UREC - Recruiting Assistance (09,90)	99E
VSC - Vessel Safety Check (91a, 91b, 91h)	99B

SECTION 2: Use the below codes for any of the follow Administrative Activies

Activity	Description	Code
Attending Meetings (elected or appointed officers)	Meeting time, Pre-meeting prep including arranging for speakers, Travel to and from meeting, Post-meeting follow-up	99A
Attending Meetings - MS Officers all Levels (See Note 1)	Meeting time, Pre-meeting prep including arranging for speakers, Travel to and from meeting, Post-meeting follow-up	70K
Attending Meetings non officer	Meeting time, Pre-meeting prep, Travel to and from meeting, post-meeting follow-up	99E
Attending Meetings (committees at any level)	Meeting time, Preparation for meeting, Travel to and from meeting, Post-meeting follow-up	99E
Attending Training (AUXOP, C-school, Online courses) (Except MS (70U) and PA (10G))	Classroom time, Travel to and from classes, Online time	99D
Study, Homework, Class Preparation – Non-Instructor (Exceptions: MS should be reported on ANSC7030 as 70U and PA should be reported on ANSC7030 as mission code 10G)	Study, Homework, Class preparation	99D
Meeting with prospective members (elected or appointed only)	Meetings & communications (phone, email)	99A
Mentoring	Meetings & communications (phone, email)	99D
Attending Conferences (non-instructor) as elected or appointed	Conference time, Preconference arrangements, Travel to and from conference, Post-conference follow-up	99A
Attending Conferences (non-instructor) as member	Conference time, Preconference arrangements, Travel to and from conference, Post-conference follow-up	99E
Administrative activities elected & appointed (Except MS – 70K)	Email, Phone calls, records management	99A
Preparation of Reports (elected & appointed)	preparation of monthly and annual reports	99A
FSO, SO, DSO IS data analysis (NOT data entry)	AUXDATA QC, report generation, Forms management	99A

MILEAGE and EXPENSES

Report Total Miles traveled for the period
Expenses include tolls, parking and lodging for overnight missions. Do NOT include cost of gasoline or vehicle costs related to miles

NOTES

Note 1. MS Officers at all levels should report all Leadership time on ANSC 7030 Form using Mission 70K rather than 99A used for other staff officers. All IS Officers performing DATA ENTRY should report their data entry time on ANSC 7030 Form using Mission 92.