US COAST GUARD AUXILIARY
Information Technology User Support & Services
ACTIVITY LOG QC: THINGS TO CHECK DURING REVIEW

Details Tab

Top Section

1) **UNIT** - Is the unit included? Should be flotilla not division or district
2) **OPCON** – District for general activities such as VSCs, PVs, PA, PE, and all 99 time. Sector for CG directed missions.
3) **Operations Code** – Only if a recognized code. Common codes are Coastie, WWW (America's Waterway Watch), hurricane support missions (i.e. HURRHARV), AUXCHEF.
4) **Mission Code** – MUST be included
5) **Duration** – Is it reasonable for the Mission Code?
6) **Summary of Activities** – Train your members to complete this section so we can make sure they are using the best/appropriate code

General Section

1) Miles, Costs – only included on Type 99 missions
2) Number of Exams – only included for type 91 missions.
3) Number of Visits – only included for type 11 missions
4) ATON/PATON/Bridge Discrepancy – only included for type 30, 31, 32 missions
5) Public Education Details
   a. Only included on Type 14 missions and only on last class
6) Public Affairs Details
   a. Only included on COMREL, Lectures
7) Encourage Comments

Patrol Order Information

Not included if the Activity Type is Activity

System Information

1) Record Type should be Unit/Individual for most Mission Codes. If this is a patrol, then would be boat, radio, aircraft or vehicle.
2) Do NOT change the owner of the record.

Member Assignment Tab

1) Is there a member listed in the bottom section (right above red Remove button)? If no member is listed, no one will get credit for the mission.
2) Is the Position (Lead, Non-Lead, Trainee) correct?

Related Tab

1) Is there a Task listed? If not, should there be (i.e. national workshop)? If so, is it correct? Only national workshops should be entered here. There are lots of Tasks, but members/IS officers should only enter nationally produced workshops. DSO-IS will enter all Annual Risk Management TCT Refresher workshops as there are some idiosyncrasies for this one.

2) If **EVERYTHING** is okay, click on **Approve** in the Approval History section. If not, you can click on Reject which will result in the member being sent an email that it was returned for clarification. Please put in the Comments box, why you are returning. You can also contact the member separately and request clarification and make minor changes yourself. Another option is to Reassign. This forwards to someone else for approval.

Feel free to send the Activity Log number to your SO or DSO if you would like him or her to review the entry before you approve or reject. We are all learning this new way of doing things.