

## USCG Auxiliary Staff Officer Guide to Time Reporting

This is a quick tutorial on how to report your leadership time to your IS Officer for entry into AUXDATA. This will not cover all of the codes you may use as an Auxiliarist but is focused on those codes you should be using and reporting for time spent performing your elected or appointed duties.

**Code 99A on the ANSC 7029 form is the primary code to be used to record time spent on your elected or appointed officer duties (with a few exceptions which are detailed here).**

Code 99A should be used for:

- Preparation for, travel to and attending Flotilla Meetings if you are the FC, VFC or Flotilla Staff Officer for that unit
- Preparation for, travel to and attending Flotilla Meetings in your district if you are the DCDR or VCDR and are in uniform to provide support, perform a duty (e.g. run an election) or present information at the meeting.
- Preparation for, travel to and attending Division Meetings if you are the DCDR, VCDR or Division Staff Officer for that unit
- Preparation for, travel to and attending Division Meetings if you are DCAPT, COMO or COS and are in uniform to provide information, perform a duty (e.g. run the election) or present information at that meeting.
- Preparation for, travel to and attending District Meetings if you are the DCDR, VCDR filling in for the DCDR, COMO, COS, DCAPT, DDC, ASC and/ or District Staff Officer for that unit.
- NOTE: All Flotilla staff who attend a Division or District Meeting and who are NOT on the District or Division board or staff should report the meeting time using code 99E on the ANSC 7029

This also includes time spent:

- Researching, writing reports including staff officer reports
- Communications and coordination with qualified persons in the program you oversee
- Mentoring new people in the program you oversee (including assisting them to get initially qualified)

Persons involved in appointed committees or special assignments should also use 99A for time spent meeting and working with them committee or performing the assigned tasks. Examples include persons on the Awards Committee, the Audit Committee and PPE Inspections by the Safety Officer.

*Exceptions: MS Staff Officers at all levels should report their staff officer administrative including time spent on the activities described above using the ANSC 7030 and code 70U (More on this later).*

**Report your time no less frequently than quarterly!!!! (Monthly preferred)**

The following is guidance for specific staff officer positions:

FSO, SO or DSO Position	ANSC Form	Activity Description and Code to Use
SR	ANSC 7029	Use 99A for time spent attending meetings of the unit for which you are the assigned SR, preparing meeting minutes, making copies, sending out meeting reminders or other duties as assigned by the elected official to whom you report (e.g. sending get well cards,

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<b>FSO, SO or DSO Position</b>	<b>ANSC Form</b>	<b>Activity Description and Code to Use</b>
		maintaining flotilla records)
<b>FN</b>	ANSC 7029	Use 99A for time spent keeping accounts, preparing financial reports, mailing dues notices, paying bills, sending dues reminders and finalizing non-payment lists.
<b>DV</b>	ANSC 7029	Use 99A for time spent coordinating Diversity activities in unit and promoting Diversity at meetings.
	ANSC 7030	Use 90C for time spent on Diversity promotion while working with the HR to recruit new Auxiliarists.  If a qualified Instructor, use 06B for teaching member training on Diversity. If not a qualified Instructor use 99D on a 7029 (Activities in support of Member Training.
<b>HR</b>	ANSC 7029	Use 99A for time spent preparing staff officer reports, arranging for new member classes, finding instructors, addressing members' issues (not new members) , and submitting new member paperwork to the Directors Office.
	ANSC 7030	Use 90C for time spent recruiting new Auxiliary members including time spent assisting them to complete applications, conduct interviews, conducting fingerprinting (must hold an FP qualification) and counseling the person by phone, in writing or in person. Once the member application is complete and submitted, additional contact with the member should be logged as 99A on the ANSC 7029.
<b>MT</b>	ANSC 7029	99A for all time spent researching, writing reports- including staff officer reports, coordinating with members on member training, assisting members to access online training, advising members on qualifications (how to get qualified, how to maintain qualification and how to get out of REYR and REWK). Also, time spent organizing member training classes, getting instructors and arranging for materials and space.  Use 99D for time spent in travel and preparation for a specific MT Classroom session and, if not the Instructor or Aide, use 99D for attending the class.
	ANSC 7030	If a qualified instructor and teaching or assisting with a member training class, use 06A (operational) or 06B (non-operational). <b>NO students are listed on this form</b>  If the class is operational (e.g. land based Boat Crew training) and the MT is not Instructor qualified, use code 22B.
	ANSC 7039	Use this form for specific types of Training included in-classroom Mandated Training (Check "National Training"), TCT or any required workshop or workshop conducted using the Nationally produced materials. List both the Instructor and Students. Check off the workshop type from the list provided and provide detail in the remarks (specific title of workshop) Students who are out of Flotilla or out of District should include their unit number along with their name (Member number not required)

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<b>FSO, SO or DSO Position</b>	<b>ANSC Form</b>	<b>Activity Description and Code to Use</b>
<b>FS (SO or DSO)</b>	ANSC 7029	Use 99A for time spent preparing staff officer reports, reviewing qualification information, keeping up to date on program requirements, planning menus, arranging for chefs at CG units or Auxiliary Events 99E for cooking at an Auxiliary Event including time in prep and travel as well as actual time cooking. Indicate "AUX FS" in the comment field. NOTE: FS who are NOT staff officers should use 99E for planning and shopping for an FS mission.
	ANSC 7030	Use 07D and put "AUX FS" in the remarks field for time spent cooking at a CG station, or on a CG vessel. Must be a qualified FS or Trainee under the supervision of a qualified FS.
<b>CS</b>	ANSC 7029	Use 99A for time spent preparing staff officer reports and coordinating with elected and staff officers on web site content or calendars of events. Also use 99A for time spent on support of unit communications for such things as call-out plans and Everbridge support, and communications systems such as WiFi at Auxiliary unit space.
	ANSC 7030	Use 10D for time spent building and maintaining the unit website. Use 10H for time spent posting on the unit's Facebook page, twitter, etc.
<b>IS</b>	ANSC 7029	Use 99A for time spent reviewing and correcting submitted forms for AUXDATA, preparing and distributing reports, extracting and communicating information for awards and recognition, answering member questions regarding time codes to use.
	ANSC 7030	Use 92 for time spent in actual data entry including entry of time as well as maintaining contact information.
<b>MA</b>	ANSC 7029	Use 99A for time spent ordering materials, organizing and storing materials, distributing materials and keeping inventories as well as providing staff reports.
<b>PB</b>	ANSC 7029	Use 99A for time spent coordinating with unit staff on newsletter content as well as submitting newsletters for approval to District review staff and preparing staff officer report/ attending staff officer meetings.
	ANSC 7030	Use 10A for time spent developing press releases, posters and signs for Auxiliary events with an intended EXTERNAL audience. Use 10F for developing articles or taking photos for publication in magazines and newspapers (EXTERNAL facing) Use 10L for time spent preparing newsletter articles, laying out and preparing the newsletter or preparation of other materials intended for an INTERNAL (Auxiliary) audience. Use 10G for time spent participating as a PA student and performing tasks that lead to qualification or PQS certification.
<b>PA</b>	ANSC 7029	Use 99A for time spent coordinating with unit staff on PA events such as boat shows, radio or TV appearances as well as preparing staff

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		officer reports/ attending staff officer meetings.
	ANSC 7030	Use the "10" codes for PA Activities. Additional Guidance is available on using these codes. For activities that are public facing and in uniform (10J) such as Parades, boat show booths, provide a count of the number of people interacted with in the remarks. For activities where you are writing articles, newsletters, giving speeches, radio appearances, provide a brief description in the remarks. If augmenting a CG PA event, please indicate the unit or CG resource you are supporting (OPCON)
<b>MS</b>	ANSC 7029	All "Administrative" time is recorded on an ANSC 7030 form as 70K (see below). Use 99C for travel and preparation for Marine Safety Missions
	ANSC 7030	Use 70K for staff officer duties including staff officer reports and meetings, communicating and coordinating with Marine Safety Units and Auxiliary staff participating in marine Safety or Marine Environmental Protection activities. Use other codes specific to mission type for time spent in Marine Safety and Marine Environmental Protection activities (23 codes). Use of some codes requires prior qualification. Use 70U for time spent participating as a student in Marine Safety Training leading to a qualification or PQS Certification.
<b>CM</b>	ANSC 7029	Use 99A for time spent coordinating with unit staff on Communications events such as radio net, communicating program information to persons qualified in the program, conducting inspections of Radio facilities as well as preparing staff officer reports or attending staff officer meetings.
	ANSC 7030	Use 20B for time spent participating in the Auxiliary Radio Net
<b>OP</b>	ANSC 7029	Use 99A for time spent working with people qualified in the program to maintain their qualifications as well as inform new people on the requirements to get qualified. Also, time spent developing staff reports. Use 99A for time spent arranging patrols, coordinating with the controlling station, advising community groups on how to get CG permits, or other logistics activities. Use 99B for time spent in travel and prep for a patrol unless in the vehicle trailering a boat.
	ANSC 7030	An ANSC 7030 is automatically generated through AOM for the patrol including all of the mission types in the patrol (e.g. Regatta, SAR).
<b>NS</b>	ANSC 7029	Use 99A for time spent working with people qualified in the program to maintain their qualifications as well as inform new people on the requirements to get qualified. Also, time spent developing staff reports. Use 99A for time spent arranging patrols, coordinating with the controlling station, advising community groups on how to get CG permits, or other logistics activities.

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<b>FSO, SO or DSO Position</b>	<b>ANSC Form</b>	<b>Activity Description and Code to Use</b>
		Use 99B for time spent in travel and prep for a patrol unless in the vehicle trailering a boat. Also use 99B for travel time to and from an NS observation done on land (Bridge, fixed land ATON)
	ANSC 7030	Use codes 30 (federal), 31 (Private) and 32 (bridge) to report the time spent completing the paperwork and reporting on the Aids inspected. Also use these codes for time spent observing the aid should that observation be done on land (not concurrent with a marine patrol). On this form indicate on the form the number of aids verified and number of discrepancies reported.
<b>VE</b>	ANSC 7029	Use 99A for time spent working with people qualified in the program to maintain their qualifications as well as inform new people on the requirements to get qualified. Also, time spent developing staff reports. Use 99A for time spent arranging VE events such as VE marina days, coordinating with the community or other logistics activities. Use 99B for time spent in travel and prep to Vessel inspection locations where inspections are performed.
	ANSC 7038	Use this form to report the number of vessel inspections performed by a qualified Vessel Examiner including the number passed/ failed. NOTE: if inspecting an Auxiliary Facility, it is counted as a 91A public inspection if the Facility Fails inspection.
<b>CFV/UPV</b>	ANSC 7029	Use 99A for time spent working with people qualified in the program to maintain their qualifications as well as inform new people on the requirements to get qualified. Also, time spent developing staff reports. Use 99A for time spent arranging for CFV and UPV Inspections or other logistics activities. Use 99B for time spent in travel and prep to CFV/UPV inspection locations where inspections are performed.
	ANSC 7030	Use this form to report time doing outreach to the Commercial Fishing Vessel or Uninspected Passenger vessel community (80A and 80C respectively). Also use this form for time spent in training to become a qualified CFV (80B) or UPV (80D) Inspector.
	ANSC 7066	Use this form to report the number of vessel inspections performed including the number passed/ failed. More than one inspector can be reported on this form.
<b>PV</b>	ANSC 7029	Use 99A for time spent working with people qualified in the program to maintain their qualifications as well as inform new people on the requirements to get qualified. Also, time spent developing staff reports.
	ANSC 7046	Use this form to report the date, location and time spent on Program Visits.
<b>PE</b>	ANSC 7029	Use 99A for time spent working with instructors to maintain their qualifications as well as inform new people on the requirements to get qualified. Also, time spent developing staff reports.

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<b>FSO, SO or DSO Position</b>	<b>ANSC Form</b>	<b>Activity Description and Code to Use</b>
		Use 99A for time spent arranging for PE classes including filing Intent to Teach forms, making arrangements for space, scheduling instructors, ordering materials or other logistics activities. Use 99B for time spent in travel and prep for PE missions (e.g. preparing to teach and travel to and from classes)
	ANSC 7030	Use the "14" codes for time spent teaching or assisting in the instruction of a public education class. The classes need to be the NASBLA, Auxiliary or state approved courses. The last class (or the only class for a single lesson event) must document the number of students signed up, the number that graduated and the number under age 17. If teaching only a portion of a BS&S or ABS course at a boat show to PA event, this time would be reported as PA time.
<b>Committee Members</b>	ANSC 7029	People appointed to Committees such as Audit, Awards, and Election committees should use 99A for time spent conducting the duties of the committee including attending meetings and performing tasks assigned to the committee.
<b>PPE Inspectors</b>	ANSC 7029	People appointed to non-staff officer Auxiliary support positions such as PPE Inspector should use 99A to time spent performing and documenting inspections, distributing PPE, communicating with the OP staff officer and others within the organization. Attending training as a student for any task associates with the position should be reported as 99D.

**Program Staff Time (NOT the Staff Officer)**

If program staff (e.g. vessel examiners, program visitors, instructors, boat crew members) are performing activities similar to those reports by the Staff officer as 99A on an ANSC 7029, their time should be reported as 99B.

**All Members**

Attending training as a student should be reported as 99D on the ANSC 7029. This includes class time, travel and preparation, homework, and time spent on online training but does not include time spent in classroom for a national workshop such as TCT.

**Time spent attending N-Train, D-Train or S-Train**

Time for off-site training or conferences is reported to cover all time from time of your departure from home to time of return to home. Most of the time is reported on the ANSC 7029, unless you are an instructor for all or part of the program. Time spent as a student in class is reported as 99D. The remainder including banquets, awards, or fellowship is reported as 99E. Below is an example:

<b>Date</b>	<b>Description</b>	<b>99D</b>	<b>99E</b>
1/25/2017	Travel Day (1700-2359)		7.0
1/26/2017	Pre-training (0000-		12.0
1/26/2017	0800) Attend Training (0800-	8.0	
	1600)		

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1/26/2017	Fellowship/ Awards Dinner (1800-2300)	4.0
1/27/2017	Overnight and Return home (0000-1030)	10.5

### **Where do I find the forms?**

ANSC 7029 Web form- <http://webforms.cgaux.org/>

ANSC 7030, 7038, 7039, 7046, 7066 - <http://forms.cgaux.org/forms1.php> for PDF forms and  
<http://forms.cgaux.org/email1.php> for forms you can email directly to the IS Officer.

ALWAYS Keep a copy for your own records.

**Talk to your IS Officer if you have any questions!**