Auxiliary Marine Safety Administrative and Management Qualification

Section 8: Paperwork – AUXDATA II

Learning Objectives

Upon completion of this Section, the member will be able to:

1.0   Access AUXDATA II to record mission hours, check personal record information and generate reports about personal records and other activities.

2.0   Describe how to record various types of MS/MEP mission hours correctly and where to do so.

3.0   Discuss the difference between 99 and 28, 70, 80 and 91 C/D/G mission hours and state which ones count toward service hour requirements for the MSTR and MS-Pro Pin.

4.0   Identify the MS/MEP exceptions to use of the 99 code and explain why this is different from other disciplines.

5.0   Provide an example of properly recorded mission hours for various MS/MEP missions.

6.0   Demonstrate how to generate and retrieve a report of MS/MEP activity.

8.0   AUXDATA II

8.1   AUXDATA II

AUXDATA II is the software used by the Auxiliary to record member mission and time information. Online training for AUXDATA II can be found on the IT Directorate website at http://wow.uscgaux.info/content.php?unit=it-group under "AUXDATA II" in the sidebar. Individual topics can be found under "Member How-To" within that section, and include basic instructions as well as those for particular missions such as MS/MEP or Commercial Vessel Activity or 99 hours. Training in AUXDATA II is available from an IS Officer in your Flotilla, Division or District as well. Some Districts have developed AUXDATA II member trainings; check with your own District to see what is available.

8.2   Data Entry

Members performing MS/MEP missions receive credit for hours by direct entry into AUXDATA II or submission of e-forms or ANSC Forms (paper) 7029, 7030 and 7066 to the FSO-IS. Missions should be correctly entered/submitted using the member's Flotilla, applicable OPCON, date performed and time. The default District OPCON must be changed to a Sector/Station OPCON with the exception of Form 7029. Enter a description of the mission in the Summary of Activities field and also enter the member's name in the Add Members page in order to receive credit. Complete the entry by changing the review status to Approval Requested. There is excellent training found on the National website at:

https://drive.google.com/file/d/1LKej6zG75zptqBgIAWn8s_JKacvA6Jlm/view

Detailed descriptions of the missions below and the entry process are explained; it is very important for the member to properly code mission hours so that they receive credit toward the MSTR and/or the M-Pro Pin.

8.2.1   AUXDATA II mission codes to be used

8.2.1.1   Marine Safety and Marine Environmental Protection Missions

28A, 28B, 28G
70B-70V
80A-80G

8.2.1.2 Commercial Vessel Examinations

91C, 91D, 91G (Note: Form 7038 is no longer used for these

missions)

NOTE: The missions in Sections 8.2.1.1 and 8.2.1.2 all count toward the

M-Pro Pin and the MSTR.

8.2.1.3 Auxiliary Leadership

99A – Administrative duties/missions for MS Staff Officers are recorded

using the 70K code in the 7030 form – this exception is found in the

note at the bottom of the 99 form instructions for the 99 A code. These

hours also count toward the MSTR and the M-Pro Pin.

8.2.1.4 Marine Safety Support

99C – This code covers preparation and travel time for MS/MEP

missions reported under the 70, 80 and 90 codes but the hours do not

count toward the required hours for the MSTR or M-Pro Pin.

8.2.1.5 Training Support

99D – This code covers study and training time in general; MSMEP

qualification studies are the exception – that time is recorded under the

70U code and the hours do count toward the MSTR and the M-Pro Pin.

Note: The directions for the 99 form hours can be found in detail at the

following link:

https://drive.google.com/file/d/1QJFAvhmJiY-3xizZKL1WOfVBY6-z_FGZ/view

8.3 AUXDATA II Reports

There are excellent reports in AUXDATA II that can be used to check on MS/MEP certifications as well as missions and hours performed. Some of the more useful reports are discussed below.

8.3.1 Flotilla Mission Detail.

This report shows hours performed in any MS mission code. Actual mission details can be viewed in a separate sub-report.

8.3.2 Member Training Report

Another useful report is the Member Training Report. This report will show MS/MEP competencies and status for any member in a Flotilla.

8.3.3 Individual Training Record

The Individual Training Record will show prerequisite Tasks taken to qualify for an MS/MEP competency.

8.3.4 Individual Missions

Individual missions can also be seen in the Member Page in AUXDATA II.

8.3.5 Report Creation Training

Training for the ability to create reports can be found on the National website at

https://drive.google.com/file/d/1S1v1W-KD9yTKoqNZERzgeoey9AMv3M57/view

Additionally, Districts may have training materials for AUXDATA II which may be helpful.