

<b>DEPARTMENT OF HOMELAND SECURITY U. S. Coast Guard ANSC-7029I (09/10)</b>	<h2 style="margin: 0;">U. S. Coast Guard Auxiliary</h2> <h3 style="margin: 0;">Member Activity Form</h3>	Division ____ Flotilla ____
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**AUXDATA Use Only**

99A-Total Hrs \_\_\_\_\_

99B-Total Hrs \_\_\_\_\_

99C-Total Hrs \_\_\_\_\_

99D-Total Hrs \_\_\_\_\_

99E-Total Hrs \_\_\_\_\_

Activity RBS Mission 99

Use this form to report activity not reported on any other AUXDATA form.

**Month** \_\_\_\_\_ **Year** \_\_\_\_\_

**Section 1 – Member Information**

Member ID	Last Name and Initials

**Section 2 – Activity Information**

MISSION CODES	MISSION DESCRIPTIONS	TOTAL HOURS FOR MONTH
99-A - AUXILIARY LEADERSHIP	Report all time spent by elected and appointed staff performing National, District, Division, and Flotilla position duties. This includes all time spent for preparation and travel for these duties.	
99-B - RECREATIONAL BOATING SAFETY (RBS) SUPPORT	Report all time spent in RBS Support that is not otherwise reported on a 7030, 7038, 7039, or 7046. This includes all time for preparation and travel in support of missions reported on 7030, and 7038.	
99-C - MARINE SAFETY (MS) SUPPORT	Report all time spent in MS Support that is not otherwise reported on a 7030 or 7038. This includes all time for travel in support of Marine Safety and Marine Environmental Protection.	
99-D – TRAINING SUPPORT	Report all time spent in Training Support that is not otherwise reported on a 7030 or 7039. Any hours spent as a Trainee, other than attending a workshop, should be reported here. This includes all time for preparation, study, homework, and travel regardless of the level of training.	
99-E – AUXILIARY ADMINISTRATIVE/LOGISTICAL SUPPORT	Report all time spent for Auxiliary and CG Support missions not otherwise reported on any other form or any other Mission Code above. Include all time working on committees or attending meetings (if you are not an elected or staff officer.) This includes all time for preparation and travel.	

**Section 3 – Non-Reimbursed Expenses:** Please list the total number of unreimbursed miles that you drove and the amount of any unreimbursed expenses required for all of your reported Auxiliary activity during this reporting period:

Total Miles: \_\_\_\_\_ All Expenses:\$ \_\_\_\_\_

Date Submitted: \_\_\_\_\\_\_\_\_\\_\_\_\_ Log Number: (Optional) \_\_\_\_\_

**U. S. Coast Guard Auxiliary  
MEMBER ACTIVITY WORKSHEET  
(FOR OPTIONAL USE)**

**Section 1 – Member Information** .....

Member ID	Last Name and Initials
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**Section 2 – Activity Information**

Item:	Date DDMMM	MISSION DESCRIPTION	HOURS PER MISSION CATEGORY				
			99A	99B	99C	99D	99E
1							
2							
3							
4							
5							
6							
7							
8							
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21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Total Hours							

**Section 3 – Non-Reimbursed Expenses:** Please list the total number of unreimbursed miles that you drove and the amount of any unreimbursed expenses required for all of your reported Auxiliary activity during this reporting period:

Total Miles: \_\_\_\_\_ All Expenses: \$ \_\_\_\_\_

Date Submitted: \_\_\_\_\\_\_\_\_\\_\_\_\_ Log Number: (Optional) \_\_\_\_\_

**GENERAL**

1. This form is used to log all prep and travel time for missions shown on 7030, 7038, and 7039 and any hours that are not defined and reportable on those forms.
  - a) ANSC 7030 – Activity Report – Mission (For all air, boat, and radio resource missions and approved UNIT missions not shown in paragraphs b through c below.) (See para 3 for Extended Functions reported on the 7030.)
  - b) ANSC 7038 – Activity Report – Vessel Examinations
  - c) ANSC 7039 – Workshop Attendance Report
2. Enter your daily total for each mission type.
3. **EXTENDED FUNCTIONS:** When an Auxiliarist is assigned to duty, whether implicitly or under orders, and is engaged in an authorized activity that supports Coast Guard missions including member training, administrative, travel, and preparatory activities, the Auxiliarist may claim such effort to the nearest whole hour. With respect to Temporary Additional Duty (TAD) assignments (e.g. - travel under orders to Auxiliary meetings, conferences, schools), the assignment to duty period begins upon departure from the Auxiliarist's home and ends upon return presuming no diversions for leave or personal business. As a simplified example, an Auxiliarist who lives in Orlando, Florida and travels to Petaluma, California, attends an Auxiliary C-school, may claim all activity hours from the time they depart their home in Orlando, travel directly to the airport for their flight, fly directly to Petaluma, attend school, travel directly back to airport, and fly directly back to their home. Hours spent sleeping and neither in class nor studying may still be claimed because the nature of their activity requires their presence away from home and is part of their defined TAD period. Unless in uniform and in the presence of their facility, Auxiliary unit, or Coast Guard unit, Auxiliarists who make themselves available to recall by an Order Issuing Authority (OIA) may not claim the time they are awaiting a potential call. For example, an Auxiliarist who has informed an OIA that they will respond to a call-out during a heightened period of readiness (e.g. - a period of hurricane preparedness), but who may otherwise go about their personal business, may not claim the hours awaiting call-out. If called to respond, the Auxiliarist may claim the hours from the time they proceed to respond, are engaged in the mission, until they resume their personal business.

**DIVISION-FLOTILLA** – Enter your two digit division and two digit flotilla number.

**SECTION 1 – MEMBER INFORMATION**

1. Enter month and year for hours being reported. (Page 1 only.)
2. **MEMBER ID** – Enter your 7-digit member ID number.
3. **NAME** – Enter your last name and initials as currently listed in AUXDATA.

**SECTION 2 – ACTIVITY INFORMATION**

1. **Date:** Enter the date of the activity. (Page 2 only. Enter dd/mmm; Jan 01, 2010 - enter as 01JAN)
2. **MISSION DESCRIPTION:** Enter a brief description of the mission.
3. **HOURS PER MISSION CATEGORY** - Enter the hours for each mission listed (99-A through 99-E) that has not been previously reported on any other form. (Whole hours only.)
  - 99-A - AUXILIARY LEADERSHIP:** Report all time spent by elected and appointed staff performing National, District, Division, and Flotilla position duties. This includes all time spent for preparation and travel for these duties.
  - 99-B - RECREATIONAL BOATING SAFETY (RBS) SUPPORT:** Report all time spent in RBS Support that is not otherwise reported on a 7030, 7038, 7039, or 7046. This includes all time for preparation and travel in support of missions reported on 7030, 7038, 7039, and 7046.
  - 99-C - Marine Safety (MS) Support:** Report all time spent in MS Support that is not otherwise reported on a 7030 or 7038. This includes all time for travel in support of Marine Safety and Marine Environmental Protection.
  - 99-D – TRAINING SUPPORT:** Report all time spent in Training Support that is not otherwise reported on a 7030 or 7039. Any hours spent as a Trainee, other than attending a workshop, should be reported here. This includes all time for preparation, study, homework, and travel regardless of the level of training.
  - 99-E – AUXILIARY ADMINISTRATIVE/LOGISTICAL SUPPORT:** Report all time spent for Auxiliary and CG Support missions not otherwise reported on any other form or any other Mission Code above. Include all time working on committees or attending meetings (if you are not an elected or staff officer.) This includes all time for preparation and travel.

**SECTION 3 – NON-REIMBURSED EXPENSES:** List total miles driven and any expenses for tolls, parking, meals, and lodging which were not reimbursed by the CG or the Auxiliary. Do NOT include cost of fuel if mileage is shown. Use one or the other, not both mileage and cost of fuel. When riding as a passenger with another Auxiliarist, only the driver claims the mileage or fuel charge. It is not necessary to break out miles/costs by mission. List the total miles/costs for the reporting period of the form.

**DATE SUBMITTED:** Enter the current date in DDMMMYYYY format (01JAN2010)

**LOG NUMBER:** This area is available for member use and is not entered in AUXDATA.