From: Gil Steinfort, FSO-IS 46

Each year, Auxiliary members devote many hours of their time in support of the Coast Guard and the mission of the Auxiliary. This time needs to be documented and reported to AUXDATA for a number of reasons.

1. In order to become qualified in the many missions of the Auxiliary, and to maintain those qualifications, a number of hours or events must be performed. The fulfillment of these requirements must be documented in AUXDATA in order for the member to receive credit.

2. Members become eligible for awards based on the number of hours of service performed.

3. Perhaps the most important reason is that the Coast Guard needs this data to justify budget requests.

In order to get this information into AUXDATA, a number of forms have been provided.

1. ANSC-7030, Activity Report – Mission. This form is used for reporting a variety of activities including patrols, radio watches, teaching, etc.

2. ANSC-7046, Activity Report – RBS Visitation. This form is used for reporting marine dealer visits.

3. ANSC-7038, Activity Report – Vessel Examinations. This form is used for reporting vessel safety checks.

4. ANSC-7039, Workshop Mission and Attendance Report. Workshop presenters use this form to ensure that attendees are credited for required workshops.

5. ANSC-7029, Member Activity Log. This form is used by individual members to document all time that is not reported on one of the other forms, commonly referred to as "99" time. This could include such things as travel time, home preparation for various activities, home study, attendance at meetings, conferences, and classes, etc. It should be submitted at least once a month.

Forms can be obtained, filled out and submitted as follows:

1. Blank forms, with detailed instructions, can be obtained at: http://forms.cgaux.org. By going to "Forms", it is possible to bring up a copy of the blank form, fill it out on the screen, and print it. Instructions and mission codes are included with the forms on this site and should be printed in full at least once for future reference. This site can also be accessed from our flotilla website.

2. The quickest and easiest way to submit data is by going to "email Forms" at the same web site. Here you can bring up a blank copy of the needed form, fill it in on the screen, and submit it directly to me by email. I have set up a special email account for form submission: submitforms@earthlink.net. Please use this address for forms only. For all other correspondence use: kp2u@earthlink.net. Make sure that the email address is typed in correctly. Note: You can NOT view codes and instructions here. This is why it is a good idea to print a hard copy of the latest version of the form so the instructions and codes are readily available. See above.

3. Members not having computer access can submit paper forms to me. Anyone needing paper forms, contact me by phone (321 253-1120) or email (kp2u@earthlink.net). If there are any questions, or if help is needed with filling out a form, don't hesitate to contact me.

4. Members should follow-up to ensure that their efforts are documented in AUXDATA. Forms do occasionally go astray. Keep a copy of the form. If submitting by email, you will be able to print a confirmation copy. I enter forms in AUXDATA around once a week and notify the sender when the entry has been made. Any member who feels that a form has gone missing should contact me directly.