

DEPARTMENT OF
HOMELAND SECURITY
U.S. COAST GUARD
ANSC 7039 (09-18)

U.S. COAST GUARD AUXILIARY WORKSHOP MISSION AND ATTENDANCE REPORT

Division ____ Flotilla ____

WORKSHOP DATE
DDMMYY

WORKSHOP LENGTH (Hours)

AUXDATA USE ONLY

Mission: 06A (OPTRA) or
06B (Other).

Attendees are listed as
Trainees.

SECTION I - WORKSHOP TYPE (Check only one)

- | | |
|-----------------------------|--|
| 01 Instructor | 14 ATON / AV |
| 02 NTRAIN National Training | 15 4/8 Hour Team Coordination Training |
| 03 Operations | 16 RBS Program Visitor |
| 05 Vessel Examination | 17 BCQ Mentoring |
| 09 Information Services | 18 1 Hour TCT Refresher |
| 12 Public Affairs | Other National |
| 13 Communications | Core Training Course* |

*Select course from drop down or note specific course title and number in the Remarks section.

SECTION II - INSTRUCTOR, AIDES & ATTENDEES (See Instructions on page 2)

#	DST/DV/FL	Instructor's Last Name and Initials	Member ID
1			
#	DST/DV/FL	Aide/Attendee Last Name and Initials	Member ID
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

REMARKS

Date submitted

Submitting Member Name (print)

A. GENERAL

1. This form is to be used to report all National Workshops. The instructor's time and mission are recorded (and that of aides), as well as individual attendance. No ANSC-7030 - Activity Report - Mission is needed. If aides are present, list them as the first attendees and in the REMARKS section identify them so that their hours will be recorded as aides. Report any preparation or travel time on ANSC-7029 Member Activity Log. Members are not to enter the time spent at the session on that form.
2. **DIVISION-FLOTILLA** - Enter the sponsoring division and flotilla.
3. **WORKSHOP DATE** - Enter the date in DDMMYY format (October 1, 2018 as 01OCT18).
4. **WORKSHOP LENGTH** - Enter the duration of the workshop. Time is entered in whole hours, rounded to the nearest hour.

B. SECTION I - WORKSHOP

1. **WORKSHOP** - Place a check in the appropriate box next to the workshop given. Other National is a placeholder for future National workshops.

C. SECTION II - INSTRUCTOR, AIDES & ATTENDEES

1. **DST/DV/FL** - Enter the instructor's three digit District number, two digit division number and two digit flotilla number (e.g., 054/25/12).
2. **INSTRUCTOR LAST NAME AND INITIALS** - Enter the instructor's last name and initials.
3. **MEMBER ID** - Enter the instructor's seven digit member ID number.
4. **DST/DV/FL** - Enter each aide/attendee's three digit District number, two digit division number and two digit flotilla number. For example, Flotilla 12 in Division 25 in District 5 SR is entered as "054/25/12".
5. **AIDE/ATTENDEE LAST NAME AND INITIALS** - Enter each aide/attendee's last name and initials.
6. **MEMBER ID** - Enter each aide/attendee's seven digit member ID number. Use the continuation sheet (page 3 of this form) for additional attendees.

D. REMARKS

1. Identify here any attendees who served as aides.
2. If not using the drop down menu option to select the Core Training workshop, then enter the course title and course number of the Core Training workshop here.
3. Enter any other remarks, up to 540 characters. Note that only the first 30 characters may be recorded in AUXDATA.

E. DATE SUBMITTED, SUBMITTING MEMBER NAME

1. **DATE SUBMITTED** - Enter the date submitted, in DDMMYY format.
2. **SUBMITTING MEMBER NAME** - Print submitting member's name.

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WORKSHOP TYPE (Check only one)	WORKSHOP DATE DDMMYY <input style="width: 80px;" type="text"/>
01 Instructor 02 NTRAIN National Training 03 Operations 05 Vessel Examination 09 Information Services 12 Public Affairs 13 Communications	14 ATON / AV 15 4/8 Hour Team Coordination Training 16 RBS Program Visitor 17 BCQ Mentoring 18 1 Hour TCT Refresher Other National Core Training Course <input style="width: 150px;" type="text"/>

	DST/DV/FL	Attendee Last Name and Initials	Member ID
16			
17			
18			
19			
20			
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37			
38			
39			
40			

Submitting Member Name (print)