

USCG AUX Division 7

Reporting Mission Activity and Using Mission Activity Email Web Forms

Starting on January 1, 2009 Division 7 will be implementing a new system for members to report their mission activity. Division 7 will be using a tiered structure of reporting to assure timely and accurate input into Auxdata. Members from the flotilla's listed below will now send their mission activity to specific IS officers for input. The reporting procedure is as follows:

Member's Flotilla Number	Send Activity to:	Email Address	Mailing Address
72	Chris Lawrence 401.486.2952	claw_72@verizon.net	37 Truman St Johnston, RI 02919-2528
76 and 78	Mike Quinn 401.737.5078	soisdiv7@gmail.com	18 Bowman Dr Warwick, RI 02889-2928
79	Kit Griffith 401-783-0323	kgriffith41@cox.net	Box 473 Saunderstown, RI 02874-0323

Below you will also find the instructions for using National Email forms. Regardless of the officer you submit your mission activity to the procedures are the same, why not save a tree and try the electronic submission Just substitute the appropriate email address in place of mine if you're in 72 or 79. Feel free to call or email Mike Quinn with any questions at 401-737-5078 or michaelsquinn@gmail.com.

Change of Member Information (Form 7028). In order to keep the Auxiliary personnel database accurate and up to date in a timely fashion I would like to give members the opportunity to email me directly regarding changes in their mailing address, phone, cell and email addresses. If you prefer email instead of form 7028 (which is NOT email enabled) please specify whether to **CHANGE, ADD** or **DELETE** information and please provide me your **Member Number and Flotilla Number** along with the change information and email me at soisdiv7@gmail.com.

Email forms are identical in content to the National ANSC forms you send to the FSO-IS & SO-IS. These instructions will assist you to correctly fill out and submit your mission(s) electronically. Be sure to take the time to read the introductory information given to you on the EMAIL Forms web page when you access the site, it will inform you of any changes and/or features to the forms.

Note: You must have Adobe reader already loaded on your PC for the online forms to function. The most current Adobe version at this writing is Version 9. If you do not have it go to www.adobe.com and click on GET ADOBE READER, follow the directions and install it on your PC.

1. To access the forms go to the National Auxiliary website at www.cgaux.org. Then click on **Members**.

2. Click on **FORMS** in the gray box on the right. Then, click on **Email Forms** which is the third choice from the top. Now that I've forced you to look at the site, save the link below in your favorites to access the Email forms page directly <http://forms.cgaux.org/email.html>

3. Click on the **form number** you require. There are a limited number of Email forms, but the Email forms available are the most commonly used by members. The forms available are: **7030 Mission Activity** (use this for any official activity except noted hereafter), **7028 Vessel Safety Checks**, **7029 Member Activity** (anything not an official mission (E.G.: Prep time, Travel time, HQ work, Flotilla Meetings, Training at flotilla meetings, Division meetings, etc...)) **7039 Workshop Attendance** and **7046 RBS Visitation**. Click on the link and be patient (you must have Adobe reader installed) as the form has to load from the National web site and depending on your internet connection speed it may take a minute or two to open into your browser and display in Acrobat Reader. You may get a white screen for a while but that's normal. Just be patient.

4. Fill out the form being sure you write something in all required spaces. Our **Division is 07** and my **Flotilla is 06**. Click on the center of the MISSION DATE box, if you send me the form the same day as your mission when you start to fill in the date a green box pops up that says **Today**. This will enter the current date automatically if you click on it. If the mission isn't the same day (you can click on it inserting today's date and just edit it to the correct mission date) as the activity you must type in the date in the format that shows **DDMMYY – 18NOV08 as an example**. There is a drop down list to choose the mission category. Depending on the mission(s) you select, specific fields on the form will either allow or

deny (grayed out) data entry which will help assure that the form is being filled out correctly. If you're trying to fill out a field that is grayed out you probably choose the wrong mission type, select a different mission.

5. **Section I - TYPE OF RESOURCE.** Unless it is a Patrol or Radio Net you'll choose **Unit/ Individual** including all ATON missions 30,31,32 and 41. **Note:** All Patrol missions are entered by the Coxswain within the online POMS 7030 form. Do NOT send another Patrol 7030; it is all handled by POMS.

When reporting ATON missions only ONE person goes on the 7030 and the ATON(s) are only reported once. For example: Two members go out on patrol and check 10 buoys, bridges, etc in total. Each member would submit THEIR OWN 7030 with 5 buoys each reported. If you enter 10 aids for each member on the 7030 then the AUXdata report will show 20 aids checked.

6. **Section II - TIME & MISSION** - Enter **Start & Finish time** and on the second line the **mission category** from the drop down list.

Hint: Click on the center of the Mission for a list.

If the mission type changes enter the time it changed and category type. Don't forget to enter the FINISH time.

7. **Section III - ACTIVITY LOG DETAILS.** Fill in **LOCATION** of mission and **OPCON** (*Note: The Coast Guard is now tracking the different Operational Control (OPCON) centers.*) If you work under any of the following mission(s) please select the proper OPCON when submitting your 7030. Members who do MS Observation patrols for Sector SENE as well as those who do watch standing and ATON work all fall under the OPCON reporting rule. E.G.: if doing ATON's select ANT Bristol, or Castle Hill for Radio Watchstanding, etc...)

The rule of thumb is that any Coast Guard activity needs an OPCON including:

Mission Code 20B: Radiowatch

Mission Code 22B and 22C: Ops Training

Mission Code 26: Crew Augmentation

Mission Code 28 (all): Marine Environmental Protection

Mission codes 30, 31, 32 :Various ATON missions

Mission Code 41-43: Government support

Mission Code 70 (all): Marine Safety

Mission Code 80 (all): CFV, UPV and UTV CG Support

Mission Code 91C, 91D and 91G: CFV, UPV and Tow vessel inspections

If you're not sure what to put into the box please write a comment in the remarks box and I'll fix it for you.

8. **Section IV CREW ASSIGNMENTS** – Complete as on standard 7030 form. If member is from another division or district be sure to write the District, Division and Flotilla number in REMARKS. Their activity is entered here and not in their own district. E.G.: A person From District One South, 11th Division and Flotilla 8 would be written as: 01S-11-08

9. **Section VI REMARKS** If this is not one of the common missions describe briefly what you did. Also see 7 & 8 above. Also enter in any personal notes for yourself.

Fill in the **Recipient's Email Address** (that's me) soisdiv7@gmail.com and **your own email address with a comma between the two** (EG:soisdiv7@gmail.com,YourEmailAddress@isp.com) that way you will receive your own copy of the submission along with me. Next, type your email address in YOUR EMAIL ADDRESS BOX.

10. Click on the center of the DATE SUBMITTED box, a green box pops up that says **Today**. This will enter the correct date automatically if you click on it. Otherwise, type in the date in the format that shows **DDMMYY – E.G.: 18NOV08**.

11. Lastly, type your name in the SUBMITTING MEMBER line.

12. Now it's time to check your work. Down on the bottom right of the form you'll see a Blue checkmark, click it with your mouse and the form will pop up with a GRAY self check box with any problem(s) you may need to correct. If the box pops up with only recommendations in parentheses your form is correct. They are optional. However, any items not in parenthesis will need to be corrected before submission.

13. If you'd like a copy of the actual filled out form click the PRINT button now.

Note: You CAN NOT save a copy of the filled out form unless you have a full licensed copy of ADOBE.

14 Lastly click the red **SUBMIT** button.

15. A **gray box** pops up exactly like step 12. Don't let it confuse you. If there is a dot or asterisk in front of the line, that is a required item and you must go back and fill it in. Other lines are reminders in case you forgot to enter them. Press OK to close the window and the form is sent. You should have no problems here as you corrected your errors in step 12.

When you've done this you'll get a receipt for yourself. You can print it or store it on your PC for your files instead of the entire 7030 form.

When I receive your submission, I'll reply to let you know I've got it. If you haven't heard from me within three days, I probably didn't get it. This doesn't happen very often. Don't resubmit until you've first sent me a regular email to ask if I received it and I'll tell you if you need to resubmit it.

Using Email forms is not required but strongly encouraged. You can still use the old method of hard copies mailed to me if you're severely PC challenged. Please snail mail them to:

Mike Quinn, SO-IS 7
18 Bowman Dr
Warwick, RI 02889-2928

You can make the task a bit easier on the hard copies by printing out the forms above with the common information (Division, Flotilla, Name, Mission that way the common information is already filled out) and snail mail them to me.

I strongly encourage you to try the Email submission forms. It's just a matter of following the directions and sticking to it. After you've done it a few times it will come very easily. Once you start using the email forms I sure you'll never go back to the snail mail method.

Homework: I should start receiving a 7029 (Member Activity) form every month from every member. It has 31 lines (one for each day of the month) print yourself out a copy and fill it in each day and/or fill it out at the end of the month electronically and email it to me.

To check your recorded activity in AuxData go to AuxInfo at: <http://www.auxinfo.uscg.gov/>

To view/access POMS go to: <http://www.statronics.com/poms/>

If you need any help, just call or email me.

One last note: You'll notice I specify two email addresses throughout the document. My regular email account is michaelsquinn@gmail.com. This is my regular email account that I check often so if you need a question answered or general email correspondence please use it. The other email account listed is soisdiv7@gmail.com. This address is strictly meant for mission reporting/Auxdata entry. It will be checked only once a day. My other thought is regardless who is the SO-IS for Division 7 this email address will be passed along so you'll only have to remember one email address for reporting from this point forward.

Lastly, please start sending me all your Auxiliary mission activity forms starting January 1, 2009.

Mike Quinn, SO-IS 7
michaelsquinn@gmail.com
401-737-5078

Rev 12/28/2008

Clear All entries



Rev002

DEPARTMENT OF
HOMELAND SECURITY
U.S. COAST GUARD
ANSC-7030 (10-08)

U.S. COAST GUARD AUXILIARY
ACTIVITY REPORT - MISSION

Division 07 Flotilla 06

MISSION DATE
DDMMYY

29NOV08

SECTION I TYPE OF RESOURCE Air Boat Radio Unit/Individual

SECTION II TIME & MISSION

Always record START TIME, START MISSION, and FINISH TIME. (See MISSION list on page 3.)
Use change boxes if mission changes. See instructions. Elapsed Time: 2.5

	START	Change 1	Change 2	Change 3	Change 4	Change 5	FINISH
Clear > TIME	1900						2130
MISSION	14B ▼	▼	▼	▼	▼	▼	

SECTION III ACTIVITY LOG DETAILS

Location: Toll Gate HS Warwick, RI OPOON ▼

PATROL MISSIONS ONLY

SAR ASSISTS ONLY

ATON MISSIONS ONLY

SECTION IV CREW ASSIGNMENTS

	Member ID							Last Name and Initials	Trainee
LEAD	1	2	3	4	5	6	7	INSTRUCTOR NAME	---
2	2	3	4	5	6	7	8	PROCTOR NAME	<input type="checkbox"/>
3									<input type="checkbox"/>
4									<input type="checkbox"/>
5									<input type="checkbox"/>
6									<input type="checkbox"/>
7									<input type="checkbox"/>
8									<input type="checkbox"/>
9									<input type="checkbox"/>

Click to report
END
of PE course
ONLY

LOCAL NOTES (non-AUXDATA):
Recipient's email address:

soldiv7@gmail.com, YourEmailAddress@lsp.com

Your email address:

YourEmailAddress@lsp.com

SUBMIT

SECTION VI REMARKS

BS&S Chapter 1 _____

Use Member Activity Log (ANSC-7029) for missions not reported on VE (ANSC-7038),
RBSVP(ANSC-7046) or this form and for Travel & Prep time previously reported on this form.

Date submitted **29NOV08**

LEAD INSTRUCTOR _____

Report number _____

Submitting Member Name (print)

