



BEST PRACTICES

REPORTING NAVIGATION SYSTEM ACTIVITY TO AUXDATA

There seems to be a great deal of confusion on how to report your Navigation System activity—ATONs, PATONs and Bridges. As a result, we are noticing that many Navigation System volunteers are not making 7030 reports. Hopefully, this document will guide you through a few easy steps for reporting on and off the water Navigation System activity whether performed under orders and on your personal time.

The Navigation Systems Division, formally known as Aids to Navigation, promotes five different Auxiliary activities. They are Federal Short Range Aids, Private Aids, Bridges, Chart Updating and Small Craft Facilities. Any Auxiliarist can report a discrepancy observed on a private aid; any Auxiliarist can observe and report a discrepancy observed on a Federal aid or bridge; and any Auxiliarist may submit Chart Updates and Small Craft Facility Updates. However, you must be AV-Aid Verifier qualified to verify PATONs-Private Aid to Navigation, perform formal checks on Federal Aids and perform annual Bridge surveys

Once you perform the observations, only one third of your job is completed. You still have to report it to the Coast Guard or NOAA. Most members mistakenly feel that their job is done when they fill out and submit an aid, bridge or chart updating form to the Coast Guard. Not true! You still need to fill out an ANSC 7030 Activity Report – Mission Individual form and submit it to your IS staff officer according to your local policy. Statistics from this data are extremely important to the future of the Navigation Systems Division. How the ANSC 7030 Activity Report – Mission is completed and submitted to AUXDATA is explained below.

The Navigation Systems missions are reported using one of the four following mission codes:

30 AIDS TO NAVIGATION MISSION-FEDERAL – This activity includes hours and activity performed by any Auxiliarist checking for and reporting discrepancies observed on an aid to navigation while underway. It also includes formal checks performed by a currently certified and qualified AV-Aid Verifier at the direct request of any CG Unit or agency. It also includes hours spent by a Certified Aid Technician “NE” servicing any Federal Short Range ATON (including Lighthouses).

31 AIDS TO NAVIGATION MISSION-PRIVATE – This activity includes the hours spent and the activity performed by any Auxiliarist checking for and reporting discrepancies observed on a private aid to navigation. It also includes hours and activity spent by a currently certified and qualified AV-Aid Verifier while verifying private aids to navigation at the direction of CG Unit or DPW or any other agency and while documenting and reporting non-permitted private aids to navigation.

32 BRIDGE ADMINISTRATION – This activity includes the hours spent and the activity performed by any Auxiliarist observing and reporting any bridge lighting and fender systems discrepancy. It also includes hours spent and activity performed by a currently certified and qualified AV-Aid Verifier surveying bridge lighting and fender systems at the direction of a Coast Guard Bridge Administration Unit or other agency.

41 FEDERAL SUPPORT – This activity includes hours spent providing operational/non-operational support to other federal agencies, such as Customs, Corps of Engineers or NOAA as requested and authorized by the Coast Guard. Included under this mission are: Chart Updating , Coast Pilot and Small Craft Facility updates.

Important rule: All patrol missions are entered by the Coxswain within the online Resource: Boat or POMS 7030 form and all members receive credit for being underway regardless of the boat mission(s) (01, 02, 03 etc). The Coxswain is the only crew member to submit an ANSC 7030 Activity Report Mission Boat for a patrol. You cannot report any activity on this report or the reports submitted via POMS. Each Auxiliarist must submit their own ANSC 7030 Activity Report Mission Individual Report in order to get their NS activity recorded in AUXDATA.

Reporting NS Individual activity performed under orders:

Once the patrol has ended, it is time for each participating member, to fill out a SEPARATE 7030 for the Navigation System mission(s) you've just completed. Note that members without AV qualification cannot report Navigation Systems activity that is restricted only to members who are currently certified and qualified as AV-Aid Verifier. Follow these steps:

1. See "7030 Example 1" below for a practical example.
2. When possible, use the National email forms as they will only allow you to fill out the specific section relevant to the mission you've selected. If you'd like to give it a try, here is the link:
<http://forms.cgaux.org/email/a7030s.pdf>.
3. For activity performed while on an authorized patrol, the "start time" must be any time BEFORE or AFTER your reported patrol times. The reason for this is that Auxdata cannot handle you in two places at the same time period. Mission times can not overlap in AUXDATA.
 - a. For example, if your Mission 01a Safety Patrol ended at 1500 hours start your 7030 report time at 1515 and terminate it at 1530;. The total time that you report should be the lesser of 15 minutes or the time that you spent after the patrol preparing reports that you submitted to the Coast Guard. This doesn't mean that you took only 15 minutes to perform the NS activity. Auxdata requires some interval of time associated with a mission, so regardless of the number aids, bridges etc. you checked, you should only take 15 minutes because your "Boat" report, submitted by the coxswain, credits you for your actual time underway. Otherwise you would be double reporting your time.
4. When reporting your mission activity, be sure to fill out the proper ATON, PATON or Bridge section on the 7030.
 - a. For example: if you select Mission 30, then, because you are reporting Federal aid activity, only enter data in the "ATON Discrepancies" and "ATONS Watching Properly" fields.
 - b. Likewise, when you are reporting Bridge - Mission 32 activity, only use the fields specifying "Bridge Discrepancies" and "Bridges Watching Properly."
 - c. We have been noticing that AUXDATA is containing errors with bridges reported under Aids and Aids under bridges etc... Please check Auxinfo occasionally and verify that what you reported is being entered correctly.
5. When reporting Navigation System mission activity, each Auxiliarist must report their own individual activity. Only one person goes on the Individual 7030 report.
6. Specific Navigation System activity can only be reported once.
 - a. For example: Two members go out on patrol and check a total of 10 items whether they are aids or bridges. Assuming the proper qualification, each member could submit an Individual 7030 showing 5 buoys each for a total of ten items being reported. Never enter 10 aids for each member because AUXDATA report would erroneously show 20 aids checked.
7. Fill in **LOCATION** of mission and **OPCON**.
 - a. The Coast Guard is now tracking the different Operational Control (**OPCON**) centers. The OPCON is usually your local ANT (Aid to Navigation Team) or agency that is responsible for the aids or bridges.
8. List the aids or bridges you checked in the comments section and indicate if they were discrepant. This is an option.
9. Once you and your IS officer fully understand the process, you can submit multiple NS missions on the 7030, taking 15 minutes each for each different mission.
 - a. It is very important that the categories match up with the activity described in step 4 above.

Reporting ATON Activity while on your own time:

1. See 7030 example 2
2. Did you know that you can get AUXDATA credits if you casually perform NS activity while out on your boat on your own time. For example, you casually come upon an aid or bridge discrepancy while on a pleasure trip with your family.
3. Prepare a **Unit/Individual** 7030 Activity Report – report the TOTAL time you spent on the mission along with the activity. You can report your total time fully because you are not double reporting; the total time you report should include the time spent preparing reports that you submitted to the Coast Guard.

Checking your Activity:

1. See example 3 below.
2. Goto http://uscgaan.com/aton_auxdata_information.htm and scroll to the bottom and click on the **National Summary by District** link. From there you can drill right down to a specific person to check their reporting status. Just note that if your District, Division, Flotilla or member has not reported or their ATON activity has not been entered into Auxdata the object will not appear.

Any questions, feel free to contact:

Mike Quinn, BC-MNI
401-737-5078
michaelsquinn@gmail.com

7030 EXAMPLE 1

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 <u>07</u> Flotilla <u>06</u> MISSION DATE DDMMYY 18JAN09
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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: 0.2

	START	Change 1	Change 2	Change 3	Change 4	Change 5	FINISH
Clear TIME	1515						1530
MISSION	30 ▼	▼	▼	▼	▼	▼	

SECTION III ACTIVITY LOG DETAILS

Location: Narraganset Bay, RI OPCON 01-41951 ▼

PATROL MISSIONS ONLY

SAR ASSISTS ONLY

ATON	ATON Discrepancies	1	PATON Discrepancies		Bridge Discrepancies	
	ATONS Watching Properly	1	PATONS Watching Properly		Bridges Watching Properly	

SECTION IV CREW ASSIGNMENTS

Member ID								Last Name and Initials	Trainee
LEAD	1	2	3	4	5	6	7	AUXILIARIST, J	---
2									<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"/>

PE End-of-Course ONLY

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

Your email address:

SUBMIT

SECTION VI REMARKS

WARWICK LIGHT
D= CASTLE HILL LIGHT EXTINGUISHED

*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 18JAN09 JOE AUXILIARIST Report number

Submitting Member Name (print)

7030 EXAMPLE 2

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 <u>07</u> Flotilla <u>06</u> MISSION DATE DDMMYY 18JAN09
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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: 2.0

	START	Change 1	Change 2	Change 3	Change 4	Change 5	FINISH
Clear TIME	1800						2000
MISSION	30 ▼	▼	▼	▼	▼	▼	

SECTION III ACTIVITY LOG DETAILS

Location: Narraganset Bay, RI OPCON 01-41951 ▼

PATROL MISSIONS ONLY

SAR ASSISTS ONLY

ATON	ATON Discrepancies	0	PATON Discrepancies		Bridge Discrepancies	
	ATONS Watching Properly	6	PATONS Watching Properly		Bridges Watching Properly	

SECTION IV CREW ASSIGNMENTS

LEAD	Member ID							Last Name and Initials	Trainee
	1	2	3	4	5	6	7		
								AUXILIARIST, J	---
2									<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"/>

PE End-of-Course ONLY

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

 Your email address:

SUBMIT

SECTION VI REMARKS

WARWICK COVE BUOYS WATCHING PROPERLY.

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 **18JAN09** JOE AUXILIARIST Report number

Submitting Member Name (print)

Previous edition may be used until supply is exhausted.
8.1E8.103FB

COPY 1 - MEMBER

AUXINFO - EXAMPLE 3

MEASURES as values				BRIDGE - Bridge Administration (32)				FEDERAL - (30) Aton/Chart Updating				PRIVATE - Private - Aids To Navigation (31)					
				ATON Aids Verified	ATON Aid Discrepancies Reported	ATON Bridges Verified	ATON Bridge Discrepancies Reported	ATON Aids Verified	ATON Aid Discrepancies Reported	ATON Bridges Verified	ATON Bridge Discrepancies Reported	ATON Aids Verified	ATON Aid Discrepancies Reported	ATON Bridges Verified	ATON Bridge Discrepancies Reported		
AREA	LANTAREA East	District 01	1NR - First Northern	4	0	112	45	766	21	0	0	1,074	568	0	0		
			1SR - First Southern	0	1	60	213	85	19	9	3	756	262	1	0		
			District 01	4	1	172	258	851	40	9	3	1,830	830	1	0		
		District 05	5NR - Fifth Northern	0	0	0	2	336	13	0	0	785	43	0	0		
			5SR - Fifth Southern	23	14	20	28	1,869	217	48	26	627	394	0	8		
			District 05	23	14	20	30	2,205	230	48	26	1,412	437	0	8		
		District 07	7th	0	0	55	6	2,310	98	2	0	2,601	450	0	0		
			District 07	0	0	55	6	2,310	98	2	0	2,601	450	0	0		
		LANTAREA East				27	15	247	294	5,366	368	59	29	5,843	1,717	1	8
		LANTAREA West	District 08	8CR - Eighth Coastal	3	0	28	9	8,443	626	60	7	897	277	0	1	
	8ER - Eighth Eastern			4	4	53	31	1,902	150	2	0	84	104	3	3		
	8WR - Eighth Western			4	12	35	46	89	25	4	0	46	17	1	0		
	District 08			11	16	116	86	10,434	801	66	7	1,027	398	4	4		
	District 09		9CR - Ninth Central	0	0	0	0	12	8	0	0	172	93	0	0		
			9ER - Ninth Eastern	0	0	0	0	0	0	0	0	8	6	0	0		
			9WR - Ninth Western	26	3	85	59	36	9	1	0	141	55	0	0		
			District 09	26	3	85	59	48	17	1	0	321	154	0	0		
	LANTAREA West				37	19	201	145	10,482	818	67	7	1,348	552	4	4	
	LANTAREA				64	34	448	439	15,848	1,186	126	36	7,191	2,269	5	12	
	AREA	PACAREA	District 11	11NR - Eleventh Northern	0	0	15	24	25	10	0	0	337	195	0	0	
11SR - Eleventh				0	0	11	9	0	0	0	0	1,824	226	0	0		