



# Reporting Mission Activity and Using Mission Activity Email Web Forms

---

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

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](http://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](http://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), **7038 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. My **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 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 Boat or POMS 7030 form. Do NOT send in another Patrol 7030.  
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 Codes 07A, 07B, 07C, 07D

Mission Code 08

Mission Code 09

Mission Code 20B: Radiowatch

Mission Code 22B, and 22C and 22D: 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 Codes 65A, 65B, and 65C

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

Mission Codes 93A, 93B, 93C, and 93K

If you're not sure what to put into the box please write a comment in the remarks box.

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, 11<sup>th</sup> 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** Example: [SOISDIV7@GMAIL.COM](mailto:SOISDIV7@GMAIL.COM) and **your own email address with a comma between the two** (EG:[soisdiv7@gmail.com](mailto:soisdiv7@gmail.com),[YourEmailAddress@isp.com](mailto: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.

Using Email forms is not required but strongly encouraged, please check with your IS Officer if they accept them. You can still use the old method of hard copies and mail via your reporting chain.

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.

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:** Every member should submit a 7029 (Member Activity) form every month. 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. We have a test excel 7029 sheet. The advantage of the Excel 7029 is it can be saved and updated as needed, whereas the online version has to be filled out and submitted in one session. If you'd like a copy email me, but first check with your IS officer that they will accept it.

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.

Mike Quinn, BC-MNI  
[michaelsquinn@gmail.com](mailto:michaelsquinn@gmail.com)  
401-737-5078

Rev 01/25/2009

Clear All entries



Rev002

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC-7030 (10-08)	<b>U.S. COAST GUARD AUXILIARY ACTIVITY REPORT - MISSION</b>	Division <u>07</u> Flotilla <u>06</u> MISSION DATE <b>DDMMYY</b> <b>25JAN09</b>
-----------------------------------------------------------------------------	-----------------------------------------------------------------	------------------------------------------------------------------------------------------

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	1200						1215
MISSION	30 ▼	▼	▼	▼	▼	▼	

SECTION III ACTIVITY LOG DETAILS

Location: **NARRGANSETT BAY, RI**      OPCON **01-41951 ▼**

*PATROL MISSIONS ONLY*

*SAR ASSISTS ONLY*

<b>ATON</b>	ATON Discrepancies	<b>1</b>	PATON Discrepancies		Bridge Discrepancies	
	ATONS Watching Properly	<b>1</b>	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	<b>AUXILIARIST, J</b>	---
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@ISP.COM,SOIS\_EMAIL@ISP. +

Your email address:

YOUR\_EMAIL@ISP.COM

**SUBMIT**

SECTION VI REMARKS

**WARWICK LIGHT, D=OHIO LEDGE BUOY OFFSTATION**

*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 **25JAN09**

**JOE AUXILIARIST**

Report number

Submitting Member Name (print)

Previous edition may be used until supply is exhausted

COPY 1 - MEMBER



PRINT ...



Clear All entries



Rev002

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC-7030 (10-08)	U.S. COAST GUARD AUXILIARY <b>ACTIVITY REPORT - MISSION</b>	Division <u>07</u> Flotilla <u>06</u> MISSION DATE DDMMYY <u>25JAN09</u>
-----------------------------------------------------------------------------	----------------------------------------------------------------	-----------------------------------------------------------------------------------

SECTION I	TYPE OF RESOURCE	<input type="checkbox"/> Air	<input type="checkbox"/> Boat	<input type="checkbox"/> Radio	<input checked="" type="checkbox"/> 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
<b>Clear &gt;</b> TIME	1215						1230
MISSION	31 ▼	▼	▼	▼	▼	▼	

SECTION III ACTIVITY LOG DETAILS

Location: NARRGANSETT BAY, RI	OPCON 01-41951 ▼
-------------------------------	------------------

PATROL MISSIONS ONLY

SAR ASSISTS ONLY

ATON	ATON Discrepancies		PATON Discrepancies	1	Bridge Discrepancies	
	ATONS Watching Properly		PATONS Watching Properly	0	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

DUTCH ISLAND 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	<u>25JAN09</u>	<u>JOE AUXILIARIST</u>	Report number	<input type="text"/>
Submitting Member Name (print)				