United States Coast Guard Auxiliary
U.S. Department of Homeland Security

First Northern Navigation Systems
We verify the AtoNs and PATONs, check the Bridges, and update the Charts
of First Northern

REPORTING NAVIGATION SYSTEM (NS) ACTIVITY TO AUXDATA

Many AVs have problems reporting their Navigation System (NS) activity to AUXDATA. NS programs are concentrated on Federal Aids (ATONS), Private Aids (PATONs), Bridges and Chart Updating. The evidence for this statement is that many AVs are not submitting *7030 AUXDATA Activity Reports* to AUXDATA. This guide explains some easy steps to help submit Navigation System activity quickly and correctly whether the activity is performed under orders or on personal time.

Navigation Systems is authorized to participate in four different Coast Guard and NOAA programs. Under this authorization, all Auxiliarists are encouraged to report observed **PATONs, ATONs** and **Bridges** discrepancies to the Coast Guard, and to observe and submit Chart Update Reports and Small Craft Facility Updates to NOAA. However, only Auxiliarists who are Aid Verifier (**AV**) qualified and current may perform PATON verifications and annual Bridge surveys.

There are three important aspects to every Navigation Systems report.
> **First** is the actual observation report that is submitted to the Coast Guard or NOAA.
> **Second** is the time spent underway on an official patrol that is accounted for by the **AMOS** report that is submitted to AUXDATA by the Coxswain or Owner of the facility?
> **Third** are the number(s) of ATONs, PATONs or Bridges that are verified, checked or surveyed during this patrol that should be allocated to each AV on the patrol and submitted on a *7030 AUXDATA Activity Report – Individual* to *AUXDATA* through their *IS Staff Officer*. Emphasis is on the need for each AV to submit their own AUXDATA Activity reports.
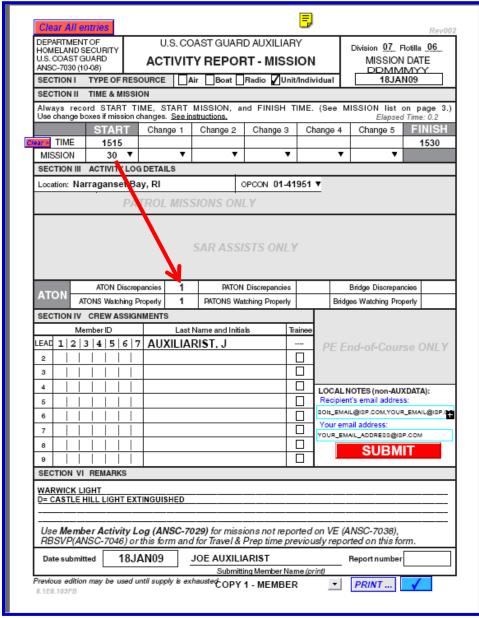
AVs reporting NS activity into AUXDATA is critical for maintaining their AV currency and qualification. Statistics developed from this data are extremely important for the future and recognition of Navigation Systems. How the ANSC 7030 Activity Report-Individual is completed and submitted to AUXDATA is explained along with the four mission codes. Reference these section titles and page numbers to get to the information that you want to review.

Rev-Mike` 1/17/2013

MISSION 30 – FEDERAL AIDS TO NAVIGATION (ATONs)

Authorized activity includes hours expended and the activity performed by **any Auxiliarist** casually reporting discrepancies observed on a Federal aid to navigation (ATON). *Only discrepancy reports for Federal Aids are submitted to the Coast Guard.* Activity credit is only authorized for these reported discrepancy reports using a *7030 AUXDATA Activity Report – Individual*.

Activity credit for all formal ATON checks, performed by a currently certified and qualified **AV-Aid Verifier** at the direct request of any CG Unit or as part of any Navigation Systems annual goal, is authorized in AUXDATA. While only discrepancy reports are submitted to the Coast Guard, activity credit is allowed for aids found watching properly and as discrepant since this activity is required as part of Navigation System Annual Goals.

This **7030 AUXDATA Activity Report – Individual Report** shows two Federal ATONs being reported to AUXDATA. The activity was authorized by the CG ANT request. Two lights that were thought to be emitting the wrong light characteristic were checked. One was watching properly and one was discrepant.
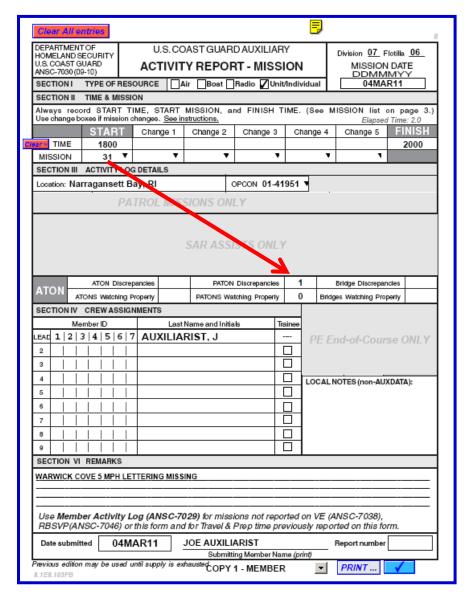
This activity was performed as part of an authorized patrol so only 15 minutes of time is recorded to satisfy AUXDATA. The AVs actual time underway was submitted by the Coxswain as part of the required *AOM* report.

This Mission Code 30 also includes hours spent by a Certified Aid Technician "MTCN" servicing any Federal Short Range ATON (including Lighthouses).

Rev-Mike` 1/17/2013

MISSION 31 – PRIVATE AIDS TO NAVIGATION (PATON)

Authorized activity includes hours expended and the activity performed by **any Auxiliarist** casually reporting discrepancies observed on a private aid to navigation (PATON). ***Only discrepancy reports for private aids are submitted to the Coast Guard***. Activity credit is only authorized in AUXDATA for these discrepancy reports on a ***7030 AUXDATA Activity Report – Individual*** submitted through their IS Staff Officer.

Activity credit for all *scheduled* PATON verifications and checks, performed by a currently certified and qualified **AV-Aid Verifier** at the direct request of any CG Unit or as part of any Navigation Systems annual goal, are authorized in AUXDATA. All scheduled **PATON verifications** and only the discrepancies observed when performing **PATON checks** are submitted on-line to the Coast Guard via the PATON (Harbormaster) System. Activity credit is authorized in AUXDATA for all PATONs that are verified and checked by an AV. AVs may also include hours and activity for documenting and reporting Non-Permitted Aids to Navigation. Non-Permitted PATON reports are reported as discrepancies in AUXDATA. Each AV should submit their own ***on-line 7054 AV Verifications reports*** to the Coast Guard using the on line PATON (Harbormaster) System and their own ***7030 AUXDATA Activity Reports*** to AUXDATA through their IS Staff Officer.

This **7030 AUXDATA Activity Report – Individual Report** example shows one PATON being reported to AUXDATA. A regulatory buoy was observed with a missing letter and was reported to the CG ANT while on a recreational trip. Two hours were taken for observing the aid, [1800 to 2000 hrs.] reporting it to the CG ANT and preparing and submitting the necessary reports to the CG ANT and to AUXDATA.

Rev-Mike` 1/17/2013

MISSION 32 - BRIDGES

This activity includes the hours expended and the activity performed by **any Auxiliarist** casually observing and reporting any bridge lighting and fender system discrepancies. All Bridge Reports are submitted on-line using the _First Northern Bridge System_ available at **www.uscgaan.com**.

Activity credit and hours spent by a currently certified and qualified **AV-Aid Verifier** while surveying bridge lighting and fender systems at the direction of a Coast Guard Bridge Administration or as part of the Navigation Systems annual Bridge Program Goals are authorized in AUXDATA. _Each AV should submit their own on-line Bridge reports_ using the on-line First Northern Bridge System and their own 7030 AUXDATA Activity Reports to AUXDATA through their IS Staff Officer. Multiple bridge activity should be reported on a single 7030 Activity report - Individual.

Using the 7030 AUXDATA Activity Report provided on the Bridge System

AVs may choose to use the 7030 AUXDATA Activity report while preparing and submitting from the Bridge System. Access is provided by clicking on the **SUBMIT 7030** bullet found at the top left of your Division Screen. Note the **red arrow** on the illustration shown below.

Note that AVs must elect to use this option. It does not happen automatically.

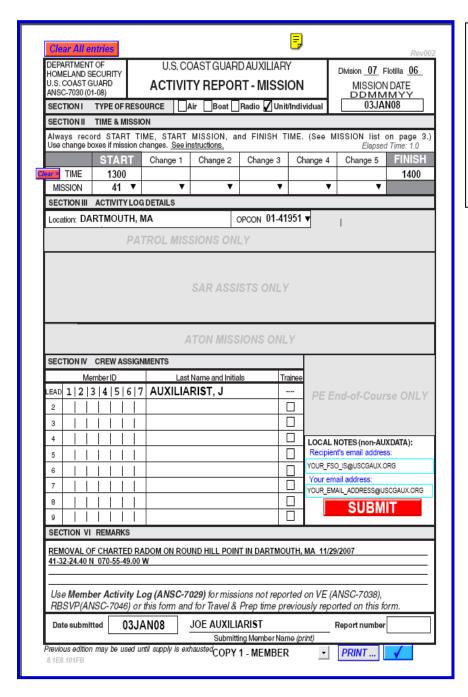The Bridge System pre-enters your personal information from your Auxiliary record and opens up additional 7030 fields to use for completing the 7030 report. _Only Mission 32 Bridges can be reported using this option_. Entering data in the additional fields is explained below. The system pre-enters much of the required data for you.

Follow these simple steps:

1. The system enters the **Date of Mission** as the current date. Use the drop down menus to make changes.

2. If activity was performed as part of an authorized patrol, do not change the **Start and End Times**. Otherwise, enter the full time expended.

3. **Enter the total number of Bridges that you observed or were assigned as Discrepant and/or Watching Properly.**

4. The system enters your **CG ANT affiliation**.

5. Enter the **Location** where you performed the activity.

6. If a **Trainee** is involved, enter their **ID Number**.

7. If a **Trainee** is involved, enter their **name.**

8. As an option, you may enter any **Remark**s and assign a **Log Number**. This data is not retained in the AUXDATA entry.

9. **Submit the 7054 AV Verification Report,** to your listed IS Staff Officers by clicking on the "SUBMIT 7030 FORM NOW." The systems knows who your IS Staff Officers are

MISSION 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. Authorized under this mission code are *Chart Updating, Coast Pilot correcting and updating and Small Craft Facility updates.*

This **7030 AUXDATA Activity Report – Individual Report** example shows time being reported to AUXDATA for a Chart Updating exercise. A charted Radom was reported as being destroyed and removed. One hour is reported for doing the research and completing the CU Report to NOAA and to AUXDATA.

Rev-Mike` 1/17/2013

IMPORTANT – How underway time on a Patrol is handled in AUXDATA.

All authorized patrol mission time underway is handled and entered by the Coxswain within the online Resource: Boat or AOM 7030 form, on which all members on the patrol receive credit for the time underway regardless of the boat mission(s) (01, 02, 03 etc.). The Coxswain is the only crew member authorized to submit an ANSC 7030 Activity Report Mission - Boat for a patrol.

*The AOM System has no capability for accepting or reporting any ATON, PATON or Bridge underlined activity data. It only handles your time underway.

Each individual Auxiliarist should submit their own 7030 Activity Report, Individual in order to get their NS activity recorded in AUXDATA.

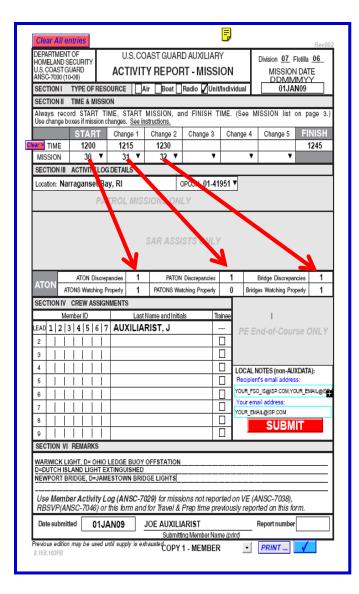## How the NS Individual activity is reported and handled in AUXDATA

Once a patrol ends, each participating AV is responsible for filling out their own (*SEPARATE)* *7030 AUXDATA Activity Report – Individual* to report their assigned portion of the Navigation System ATON, PATON and Bridge mission(s) activity that they just completed while underway.

> **Note that members without AV qualification cannot report Navigation Systems PATON verifications, scheduled PATON checks and annual Bridge survey activity. This NS activity is restricted to Auxiliarists who are currently certified and qualified as an AV-Aid Verifier. Only current and qualified AVs are allowed access to the Harbormaster System.**

The *7030 AUXDATA Activity Report, Individual* form can be used to report all ATON, PATON and Bridge Activity to AUXDATA. Optional 7030 AUXDATA Activity reports can be selected on the First Northern Bridge System to save you time. The 7030 AUXDATA Activity Report – Mission form is explained below:

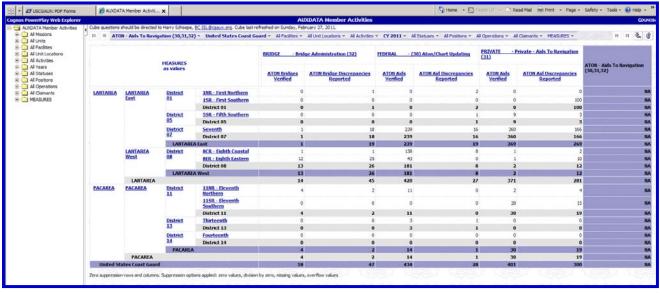**To prepare a 7030 Activity Report – Mission, follow these steps**:

1. A practical example is shown on the next page.

2. Whenever possible, use the national email forms as they will only allow you to fill out the specific section relevant to the mission that you've selected. If you'd like to give it a try, access to this form is provided on the *D1NR Navigation Systems Web Site* at **www.uscgaan.com**.

3. For NS 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 being reported in two places during the same time period. Overlapping mission times reject in AUXDATA.

    a. For example, if your Mission 01a - Safety Patrol ended at 1500 hours, start your 7030 AUXDATA Activity Report time at 1515 and terminate it at 1530. The total time that you can report for activity should be the lesser of 15 minutes. This doesn't mean that you took only 15 minutes to perform the NS activity. AUXDATA requires some interval of time associated with each mission, so regardless of the number aids, bridges etc. you checked, you should only take 15 minutes because the "Boat" report, submitted by the coxswain on **AOM,** credits you for your actual time underway. Otherwise, you would be reporting your time twice. **A simple solution is to always enter 00:01 as your start time and 00:15 as your end time.** Note that you can report the time that you spend after the patrol preparing the reports that you submitted to the Coast Guard.

4. When reporting your mission activity, be sure to fill your activity in the proper ATON, PATON or Bridge sections on the 7030. Report multiple missions and in the same order as the activity fields are listed – Mission 30 – ATON, Mission 31 – PATON and Mission 32 – Bridges as is demonstrated in the example to the left.

a. For another example: if you select Mission 30, because you are reporting Federal aid activity, only enter activity data in the "ATON Discrepancies" and "ATONS Watching Properly" fields provided below.

Please check AUXINFO occasionally to verify that what you have reported is being entered correctly. See the example below. To see your NS activity Click here for NS AUXINFO 2011 report. You can drill right down via District, Division, and Flotilla right down to a specific person to check their reporting status.

Just take note whether your District, Division, Flotilla or member has not reported or whether their ATON activity has not been entered into AUXDATA. Remember that their 7030 reports could be delayed for handling and system update schedules.

Rev-Mike` 1/17/2013

5. **IMPORTANT**: When reporting Navigation System mission activity, _**each Auxiliarist must report their own individual activity**_. Only one qualified AV should be recorded on a single 7030 AUXDATA Activity Report – Individual.

6. **Navigation System activity for a single aid or bridge should only be reported once by only one AV**.
   a. This example will explain the problem. Suppose two AV-qualified members go out on the same patrol and verify or check a total of 10 items together whether they are aids or bridges. The total number of items reported as AUXDATA activity should add up to a total of ten. Assuming the proper qualification, each member would submit an Individual 7030 report showing a portion of the ten items. Assigning 5 aids or bridges to each AV is considered fair. _**Never assign 10 aids to each AV**_ because the subsequent AUXINFO report would erroneously show a total of 20 aids as being reported instead of a total of ten that were verified or checked on the patrol.

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 CG ANT or agency that is responsible for the aids or bridges in your Patrol Area. You should enter the unit's OPCON number and not its name whenever possible. A Drop down menu, showing all of the Coast Guard OPCONs, is provided for this purpose. In the example below, the patrol was performed in Boston Harbor and the OPCON selected by menu is CG ANT Boston or 01-41949.

SECTION III ACTIVITY LOG DETAILS		
Location: **Boston Harbor**	OPCON **01-41949 ▼**	

8. As an option for your own records, you may list the aids or bridges that you checked in the comments section and indicate if they were discrepant. This is not required nor is it recorded in AUXDATA.

9. For Chart Updating or Small Craft Facility updates use mission code **41** and list the objects you checked in the comments section. This is an option. It is not required. See the example on page 6.

10. Once you and your IS officer fully understand this process, you can submit multiple NS missions on the same 7030, taking 15 minutes or less each for each different mission 30, 31, 32 or 41. See the Example on the previous page.
   a. Be sure to match up the categories with the activity as described in Step #4.

Reporting ATON Activity while on your own time:

1. You can take AUXDATA time and activity 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.

2. See the 7030 example on page 3 for a practical example.

3. Prepare a 7030 AUXDATA Activity Report, Individual to report the **_TOTAL TIME_** that was spent on the mission. You can report your total time fully because you are not on an official patrol. The total time you report can include the time spent preparing reports that you submit to the Coast Guard and AUXDATA. **You are allowed to take activity credit in AUXDATA for all the aids and bridges that you verify and check. Also, you are authorized to take credit for all photos submitted for the PATON records as Mission Code 31 as a PATON Watching Properly.**

Capturing all other ATON and NOAA activity on the 7029 form:

1. Any other reportable **Navigation Systems** activity that you perform that you cannot categorize as mission 30, 31 or 32 is reported on your 7029 form under Mission Code **99B**.

2. Any other reportable work you do for NOAA that you cannot categorize under Mission Code 41 is reported on the 7029 form under Mission Code **99E**.

Example of a 7029 Form

DEPARTMENT OF HOMELAND SECURITY U. S. Coast Guard Web-7029H (04/10) 12495 ACTIVE		U. S. Coast Guard Auxiliary **MEMBER ACTIVITY WORKSHEET** Use this form to report activities not reported on any other AUXDATA form.							
Section 1 – Member Information									
MICHAEL S QUINN	District 013, Flotilla 07-06			michaelsquinn@gmail.com, mquinn@carene.org					
Section 2 – Activity Information						Check to Show/Enter Details: ☑			
				NON-REIMB.		HOURS PER MISSION CATEGORY				
ITEM	DATE	MISSION DESCRIPTION		MILES	EXPENSE	99A	99B	99C	99D	99E
1	01JUN	PATON Patrol		15	0		1			
2	02JUN	Shore Chart Update Patrol-Brayton Point		60	3.00					3
3	03JUN									
4	04JUN									
5	05JUN									
6	06JUN									
7	07JUN									
8	08JUN									
9	09JUN									
10	10JUN									
11	11JUN									
12	12JUN									
13	13JUN									
14	14JUN									
15	15JUN									
16	16JUN									
17	17JUN									
18	18JUN									
19	19JUN									
20	20JUN									
21	21JUN									
22	22JUN									

Any questions, feel free to contact:
Mike Quinn, ADSO-NS - 401-737-5078 - michaelsquinn@gmail.com

Rev-Mike` 1/17/2013