AUXDATA II ACTIVITY LOG MISSION CODES

Laurel Carlson, BC-UDK
IT User Services & Support Directorate
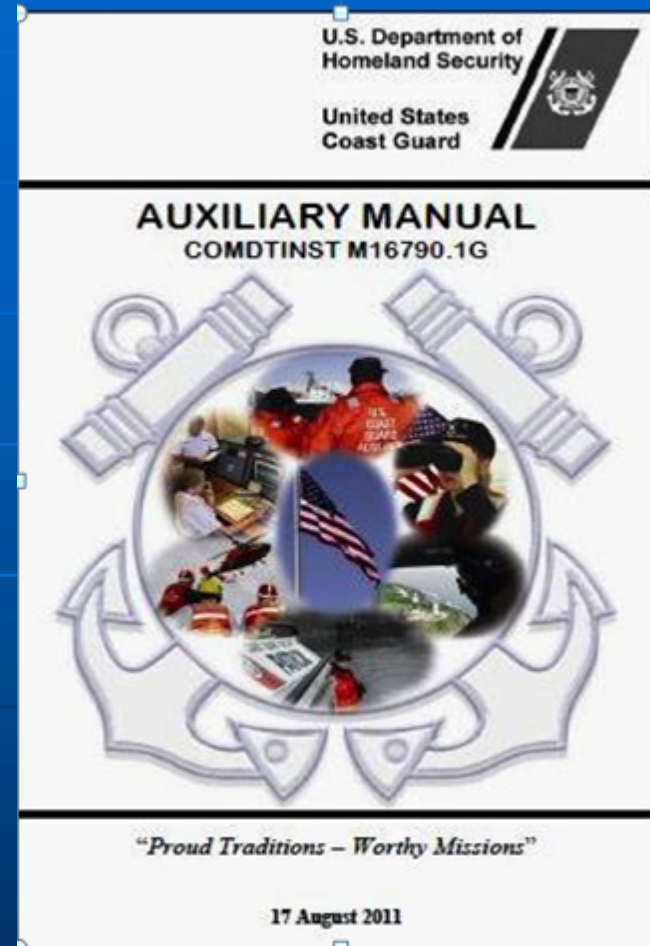US Coast Guard Auxiliary

Activity Log Data

- Data collected on the Activity Log includes:
  - Resource (A,B,R,U)
  - Unit
  - Operational Control (OPCON)
  - **Mission Code**
  - Operation Code
  - Date of Activity
  - Duration of Activity
  - Member who did the Activity
- Mission Codes are reported on an Activity Log to define how the time reported was spent.

Mission Codes

Mission Activity can generally be divided into three areas:

- Auxiliary Administrative Missions

- Coast Guard Support Missions

- Auxiliary RBS Support Missions

U.S. Department of Homeland Security

United States Coast Guard

AUXILIARY MANUAL
COMDTINST M16790.1G

"Proud Traditions – Worthy Missions"

17 August 2011

Mission Codes & Operation Codes

- Every Activity has a Mission code
- Some activities will also have an Operation code
- The pair of Mission Code and Operation code allows the CG to view Auxiliary support for specific initiatives (e.g. Radio Watch standing for the Deepwater Horizon Oil Spill)

Operation Codes

Examples (not a complete list):

- AUXAUP- Auxiliary University program
- AUXBUD- CG Ombudsman
- AUXCS- Clergy Support
- WWW- Americas Waterway Watch
- HURRMATT- Recovery efforts from Hurricane Matthew

Operation Codes

- Can be reported with any Mission Code.

- If member is submitting forms, can be submitted on ANSC 7030 as well as ANSC 7029

Reporting Mission Codes

- Auxiliary Administration (ANSC 7029)

- CG Support Missions (ANSC 7030) Patrol Order Itinerary

- Auxiliary RBS Support Missions (ANSC 7030, ANSC 7038, ANSC 7039, ANSC 7046, ANSC 7066)

Auxiliary Administration Mission Codes (aka Member Activity)

- 99A- Auxiliary Leadership

- 99B- Recreational Boating Safety

- 99C- Marine Safety Support

- 99D- Training/ Training Support

- 99E- Auxiliary and CG Logistical and Administrative Support

  - (District OPCON Used)

A – Stands for Administration

99A is where – with only one exception - you record time spent on your elected or staff position.

Examples:
- Vice Commander organizing reports for a meeting
- Public Education officer organizing PE class schedule
- Materials officer ordering forms
- Operations officer organizing training and safety patrols Meetings, reports, e-mails, day-to-day operations.

The exception is MS Administration is reported as 70K on the 7030

B – Stands for Boating Safety

99B is where you record time spent planning for, preparing for, supporting, traveling for, any mission in support of Recreational Boating Safety

Examples of Boating Safety Missions:
- Operational patrols
- Working on your operational facility to get it ready for patrols
- Preparing for public affairs events
- Preparing for public education classes
- Travel to and from a Patrol, PE class, PA mission, VSC and PV missions.

The missions themselves will be reported on a 7030, 7046, 7038 or through a Patrol Order

C – Stands for Conservation, Contingency, Containers

99C is all about Marine Safety, and Marine Environmental Protection Missions.

99C is used to record all of your prep and travel for Marine Safety missions (28, 70 and 80 code series).

The missions themselves, will go on the 7030.

D – Stands for Dedication to Education

99D is where, with only two exceptions, you record all of your study and off-the-water training time.

- When you are taking a class or workshop and you are receiving instruction – it's 99D.

- When you are sitting at home taking an online course or studying the material for a class you are taking – it's 99D.

- When you are at a C-School under orders, all of your time, even sleeping, is 99D.

99D – Exceptions

If you are studying material leading to a Public Affairs qualification (PQS), your time is recorded on a 7030 as 10G – Public Affairs Training.

If you are studying material leading to an MS qualification (PQS), your time is recorded on a 7030 as 70U – Marine Safety/Marine Environmental Protection Training.

E – Stands for Everything Else

99E is where you put everything that doesn't fit into one of the other four categories.

- You're going to the Division Meeting, but you don't hold a division staff or elected office – that's 99E.

- Travel to and from Radio Watchstander duty at a Station

- You go to Station for the annual Coast Guard Day celebration or to welcome the new Sector Commander – that's 99E.

- 99E is also specific to Food Service – Food Service personnel preparing and serving meals for the Auxiliary record their time here.

Additional Guidance: "99" codes

- Two documents available to help members:
  - Detailed Activity Code Guidance: 99 code use associated with each Mission activity code and program area.

  - 99 code guide for Elected and Appointed Staff Officers

Mission Codes

- ## Coast Guard Support Missions
  - Auxiliary Marine Patrols (Boat, Air, Radio)
  - Navigation Systems
  - CG Operational Support
  - CG Administrative Support
  - Marine Safety & MEP
  - Govt. Support
  - Recruiting
  - Health Services
  - International Affairs
  - Ice Recon

  (Appropriate Unit OPCON Required)

Auxiliary Marine Patrols

Boat , Air or Radio Resources

- 01A- Marine Observation Mission
- 01B- Trailering
- 01C- Paddle craft Patrol
- 01D- Operational Standby
  - prior to getting underway, as the crew is preparing for a mission
  - When moored for meals, breaks, or other logistics stops
  - Standing by at an airport or dock for pickup of passengers or equipment
  - Debriefing and cleaning up a facility after an underway mission

Auxiliary Marine Patrols

- ## 02 - Regatta Patrol

- ## 03 – Navigation Systems Patrol

- ## 22A- Training Patrol

- ## 23A- SAR Standby

  - This code shall be used ONLY when specifically assigned by the Order Issuing Authority (OIA) to assume dedicated SAR standby for an actual or potential SAR mission.

- ## 24- SAR Prosecution

- ## 54- Logistics Mission

Navigation Systems

- 30: ATON (U) Federal

- 31: PATON (U) Private

- 32: Bridge Administration (U)

Time reported is that required to complete the paperwork- do not double count the time on an 03 Navigation Systems Patrol or other patrol type

CG Operational Support

- **07A: Watchstanding(U)**
  Gate Watch, OOD, NOT Radio Watch
- **07B: QE Shore Side Checks(U)**
- **07C: QE Underway Checks (U)**
  70B and 70C only used by QE
- **07D: Coast Guard Operational Support**
  All other CG Support, Facility Maint., Food Service, ATON painting, etc.
- **20B Radio Watchstander/ Radio Net**
  At Station or at home
- **26 CG Crew Augmentation** (CG Qualified only)

CG Administrative Support

08: CG Administrative Support (U)

Used to report hours spent providing support to the Coast Guard in areas other than operations or recruiting.

Example: Working at the DIRAUX office

92: AUXDATA Data Entry (U)

IS Officers Only

Marine Safety and MEP

- CG Operational Support for MS Units
- 24 Codes
- Special Codes for MS Staff Officers and Members Training for an MS PQS
- Many codes require the member to have the PQS
- All require the Sector or MS OPCON

Marine Safety and MEP

- 28A: Command Post Support (U)

- 28B: Command Post Exercise (U)

- 28G: Initial Pollution Response (U)

- 70B: Marine Environmental Protection (MEP) Response/Detection (A,B,R,U)

- 70C – Coast Guard Support (U)

- 70D – Vessel Verification (A,B,U)

- 70E – Contingency Planning (U)

Marine Safety and MEP

- 70F – Waterways Management Support (U)
- 70G – Containers (U)
- 70H – Assist Port State Control Activities (A,B,R,U)
- 70K – Marine Safety/Marine Environmental Protection Admin (U)
  - National Staff, DSO-MS, SO-MS, FSO-MS

Marine Safety and MEP

- 70M – Marine Safety Observation Mission (A,B,R,U)
- 70N: Sea Partners/Environmental (A,B,R,U)
- 70U: Marine Safety/Marine Environmental Protection (MS/MEP) Training (U)
- 70V: Americas Waterway Watch (U)

Marine Safety and MEP

- 80A: CFV (Commercial Fishing Vessel) Outreach(U)

- 80B: CFV Training and Qualifications (U)

- 80C: UPV (Uninspected Passenger Vessel) Outreach(U)

- 80D: UPV Training and Qualifications (U)

Marine Safety and MEP

- 80E: UTV (Uninspected Tow Vessel) Outreach(U)
- 80F: UTV Training and Qualifications (U)
- 80G: CG Commercial Vessel Support (U)

Commercial Vessel Examination

- 91C: CFV Exams (U)

- 91D: UPV Exams (U)

- 91G: UTV Exams (U)

Two Members in the LEAD position allowed

Government Support

- 41: Federal Support (A,B,R,U)
  - e.g. Chart Updating, Coast Pilot, and Small Craft Facility updates.

- 42: State Agency Support (A,B,R,U)

- 43: Local Agency Support (A,B,R,U)

Performed with the approval of the Coast Guard OPCON is the Approving Unit

Recruiting Assistance

- 09: CG Academy Introduction Mission (AIM) (U)

- 90A: CG Partners Program (U)

- 90B: Active Duty / Reserve Officer Candidate (OCS) Recruiting(U)

- 90C: Auxiliary Recruiting (U)
  - ➢ Interviewing prospective members
  - ➢ Counseling prospective members
  - ➢ Fingerprinting
          (OPCON for 09 and 90A is CGA)

Health Services

- 93A: Health Services Admin Support(U)
- 93B: Clinical Operational Support (U)
- 93C: Health Care Training (U)
- 93K: Safety & Environ Health Support(U)

Performed with the approval of the Coast Guard

International Affairs (U)

- **60A- Interpreter Assistance**
  - Hours spent serving the Coast Guard as an Interpreter

- **60B- Partnership Activities**
  - Hours spent serving the CG and Auxiliary working with international groups to promote recreational boating safety

Ice Recon (A)

- 53- Time spent in support of the Coast Guard in performing Ice Patrols

END Coast Guard Support Missions

Mission Codes

- Auxiliary RBS Support Missions
- District OPCON Used
  - Member Training
  - Public Education
  - Public Affairs
  - RBS Visitation (Program Visitor)
  - Vessel Safety Check
  - Legislative Outreach

Mission Codes

- Member Training
  - Prep & Travel Reported as 99D

- Public Education, Program Visits, Vessel Safety Checks, Public Affairs, Legislative Outreach.
  - Prep & Travel Reported as 99B

Mission Codes for Instructors

Member Training

Public Education

Training CG Personnel

Member Training (U)

- 06A: Operational Training (U)
  - e.g. TCT, Operations Workshop, Nav Rules
- 06B: Member Training Other (U)
  - e.g. Core Training, AUXSEA
- 06C: AUXSCE Instruction (U)
  - Used only by a qualified AUXSCE instructor (Auxiliary Search Coordination & Execution

Member Training

- ## 22B: Operations Training (R,U)
  - Land based Operations Training conducted by members who are not instructor qualified including mentoring

- ## 22C – Instructor for CG Courses (U)
  - No Auxiliary members in class

Public Education (U)

- 14A: About Boating Safely (ABS)
- 14B: Boating Skills and Seamanship
- 14C: Sailing
- 14D: GPS
- 14E: Navigation
- 14F: Youth Courses
- 14G: Other
- 14H: State Courses
- 14J: Paddlesports America

Public Education vs. Public Affairs

Presenting boating safety topics to Yacht Clubs or Civic Groups (e.g. a chapter from BS&S) is reported as PA – 10B (Speeches and Talks)

Public Affairs (U)

- The code used depends on the Audience: Public or Auxiliary

- Missions for Public are mostly in uniform (Except Website and Social Media Development).

- "Other" (10K) is NOT a catch-all- Used for the Music Program

ALL Members are reported as LEAD

Public Affairs Codes

Public

- 10A- Collateral Development
- 10B- Speeches & talks
- 10C- Broadcast Media
- 10D- Website Development & Maintenance
- 10E- CG PA Augmentation *(OPCON)*
- 10F- Print Media
- 10H- New Media (Social Media)
- 10J- Community Relations

Public Affairs Codes

Internal Auxiliary

- 10L- Auxiliary Publications
- 10M- Historian Support
- 10G- Public Affairs Training (preparing for PA Specialist Qualification)

Legislative Outreach (U)

- **65A-Federal Legislative Outreach-**

    Appointed Auxiliary Legislative Liaison only

- **65B- State Legislative Outreach-**

    Appointed Auxiliary Legislative Liaison only

- **65C- State BLA Meetings-**

    Hours spent in meetings with State Boating Law Administrators or their staff (SLO).

Legal Services

- 94A: Legal Services Admin Support(U)
- 94B: Disciplinary Support (U)
- 94C: Legal Education and Training (U)
- 94D: Legal Support(U)

These codes are authorized for use only by staff officers with CC (Chief Counsel) or LP (Legal Parliamentarian) designators, i.e. ANACO-CC, CC-d, CC-AAE, CC-AAW, CC-PAC, DSO-LP and ADSO-LP.

RBS Visitation- PV

- 11: RBS Visitation Program (U)
  - Time spent conducting Program Visits by a qualified program visitor (PV).

ANSC 7046 Form- Only the actual visit time goes on the form.

Vessel Safety Checks (U)

- 91A: Vessel Safety Check
- 91B: Facility Inspection (U)
  If a facility offered for use does not pass an inspection, it is reported as a standard 91A VSC.

- 91H: Paddle Craft(U)

Reported on the ANSC 7038 Form- Only actual examination time reported

For more info:

National Forms Warehouse (PDF Forms)

- 7030 form- formal definitions of each code.
- 7038, 7046 and 7066 form for PV, VE, Commercial Vessel Code definitions.

- Write a description of what you did in Remarks or Summary of Activity section
- Ask the Lead Staff Officer for the Program
- Ask your IS Officer

QUESTIONS?