

## MEMBER ACTIVITY Worksheet

### GENERAL

1. This form is used to log all prep and travel time for missions shown on 7030, 7038, and 7039 and any hours that are not defined and reportable on those forms.
  - a) ANSC 7030 – Activity Report – Mission (For all air, boat, and radio resource missions and approved UNIT missions not shown in paragraphs b through below.) (See para 3 for Extended Functions reported on the 7030.)
  - b) ANSC 7038 – Activity Report – Vessel Examinations
  - c) ANSC 7039 – Workshop Attendance Report
2. Enter your daily total for each mission type.
3. EXTENDED FUNCTIONS: When an Auxiliarist is assigned to duty, whether implicitly or under orders, and is engaged in authorized activity that supports CG missions including member training, administrative, travel and preparatory activities, the Auxiliarist may claim such effort to nearest whole hour. With respect to Temporary Additional Duty (TAD) assignments (e.g. - travel under orders to Auxiliary meetings, conferences, schools), the assignment to duty period begins upon departure from the Auxiliarist's home and ends upon return presuming no diversions for leave or personal business. As an example, an Auxiliarist living in Orlando, FL who travels to Petaluma, CA to attend C-School, can claim all activity hours from the time they depart their home in Orlando, if they travel directly to airport for flight, fly directly to Petaluma, attend school, fly directly to home airport and travel directly back to their home. Hours spent sleeping and neither in class nor studying may still be claimed because nature of their activity requires their presence away from home and is part of their defined TAD period. Unless in uniform and in the presence of their facility, Auxiliary unit or CG unit, Auxiliarists who make themselves available for recall by an Order Issuing Authority (OIA) may not claim time they are awaiting a potential call. For example, an Auxiliarist who has informed an OIA that they will respond to a call-out during a heightened period of readiness (e.g. - period of hurricane preparedness), but who may otherwise go about their personal business, may not claim the hours awaiting call-out. If called to respond, the Auxiliarist may claim the hours from the time they proceed to respond, are engaged in the mission, until they resume their personal business.

**DIVISION-FLOTILLA – Enter your two digit division and two digit flotilla number.**

### SECTION – MEMBER INFORMATION

1. Enter month and year for hours being reported. (Page 1 only.)
2. MEMBER ID – Enter your 7-digit member ID number.
3. NAME – Enter your last name and initials as currently listed in AUXDATA.

### SECTION – ACTIVITY INFORMATION

1. Date: Enter the date of the activity. (Page 2 only. Enter dd/mmm; Jan 01, 2010 - enter as 01JAN)
2. MISSION DESCRIPTION: scription of the ission.
3. HOURS PER MISSION CATEGORY - Enter the hours for each mission listed (99-A through 99-E) that has not been previously reported on any other form. (Whole hours only.)
  - 99-A - AUXILIARY LEADERSHIP:** Report all time spent by elected and appointed staff performing National, District, Division, and Flotilla position duties. This includes all time spent for preparation and travel for these duties.
  - 99-B - RECREATIONAL BOATING SAFETY (RBS) SUPPORT:** Report all time spent in RBS Support that is not reported on a 7030, 7038, 7039, or 7046. This includes all time for preparation and travel in support of missions reported on 7030, 7038, and 7046.
  - 99-C - Marine Safety (MS) Support:** Report all time spent in MS Support that is not otherwise reported on a 7030 or 7038. This includes all time for preparation and travel in support of Marine Safety, Marine Environmental Protection, Commercial Fishing Vessel, Uninspected Passenger Vessels, and Uninspected Towing Vessels.
  - 99-D – TRAINING SUPPORT:** Report all time spent in Training Support that is not otherwise reported on a 7030 or 7039. Any hours spent as a Trainee, other than attending a workshop, should be reported here. This includes all time for preparation, study, homework, and travel regardless of the level of training.
  - 99-E – AUXILIARY ADMINISTRATIVE/LOGISTICAL SUPPORT:** Report all time spent for Auxiliary and CG Support missions not otherwise reported on any other form or any other Mission Code above. Include all time working on committees or attending meetings (if you are not an elected or staff officer.) This includes all time for preparation and travel.

### SECTION : NON-REIMBURSED EXPENSES:

List total miles driven and any expenses for tolls, parking, meals and lodging that you were NOT REIMBURSED for:

**DATE SUBMITTED:** Enter the current date in DDMMYY format (01JAN2010)

**LOG NUMBER:** This area is available for member use and is not entered in AUXDATA.