



**United States Department of Homeland Security  
United States Coast Guard Seventh District  
United States Coast Guard Auxiliary**



# **D7 IS WORKSHOP D-TRAIN 2023**

# AGENDA

- Mission Codes
- Activity Logs – FSO-IS Review
- Activity Logs - Approvals
- OPCONs
- Tasks
- Q&A

# MISSION CODES

- **There are two types of Mission Codes:**
  - Auxiliary Support Missions
    - 99 Codes
    - Member Training
    - Public Education
    - Public Affairs
    - Program Visits/Vessel Exams

# MISSION CODES

- Coast Guard Support Missions
  - CG Administrative and Operational Support
  - Emergency Management
  - Government Support
  - Health Services
  - Marine Safety & Marine Environmental Support
  - Chaplains
  - Culinary

Mission Code	Title	Activity	OPCON	Activity Code	Resource
	7029 99 Missions				
99A	Auxiliary Leadership	TimeAttending conferences (job specific),, meetings, prep, travel, email, phone (except MS Officers report 70K)	SEVENTH DISTRICT	UMS	Unit
99B	Recreational Boating Safety (RBS Support)	RBS(Recreational Boating Safety) Prep, travel & 'Standby' for: PA(Public Affairs),PE (Public Education), MDV(Marine Dealer Visits),VE(Vessel Exams),AUXMP(Aux Marine Patrols), SAR(Search and Rescue)	SEVENTH DISTRICT	UMS	Unit
99C	Marine Safety (MS) Support	Marine Safety and Environmental Protection Missions-In direct support of CG activity-Travel	SEVENTH DISTRICT	UMS	Unit
99D	Training Support	Student - studying, homework, class preparation,Member Training: preparing to give MT (Member Training),attending AUXOP,ICS,C-School - Workshops/training submitted on 7039 form Member Workshops-preparing, studying, doing homework-online courses and exams-not MS (Marine 'Safety) or PA(Public Affairs) training, prep and travel for Member Training	SEVENTH DISTRICT	UMS	Unit
99E	Auxiliary Administrative/Logistical Support	General and CG Support-prep,travel and report prep for missions- prep, travel and meetings for non officers, Mentoring	SEVENTH DISTRICT	UMS	Unit

	7030 Auxiliary Support Missions				
	Public Affairs Missions				
10A	Collateral Development	Developing and creating articles, posters, web page content, ads, etc	SEVENTH DISTRICT	UPA	Unit
10B	Speeches/Talks	Time researching and delivering a talk to a group	SEVENTH DISTRICT	UPA	Unit
10C	Broadcast Media	Researching, writing, and participating, including interview for a radio, TV or internet broadcast program	SEVENTH DISTRICT	UPA	Unit
10D	Website Maintenance	Researching, developing, altering or updating a USCG or Auxiliary web site or responding to web inquiries	SEVENTH DISTRICT	UPA	Unit
10E	USCG PA Augmentation	Augmenting active duty public affairs activities at USCG Headquarters. A Joint Information Center (JIC), District, PADET, PIAT, sector, stations USCG vessel and/or other venues or activities	SEVENTH DISTRICT	UPA	Unit
10F	Print Media	Researching, writing, taking photographs, developing relationship and working with magazines, newspapers, etc.	SEVENTH DISTRICT	UPA	Unit
10G	PA Training	Researching, studying, doing OJT, oral boards, and/or practical exercise, etc. leading to qualifying for any PA related training or PQS certification	SEVENTH DISTRICT	UPA	Unit
10H	New Media	Using Interactive media - Facebook, LinkedIn, Twitter, etc. for Auxiliary or USCG	SEVENTH DISTRICT	UPA	Unit
10J	COMREL (Boat Shows, NSBW, Parades)	Conducting boat shows, coastie visits, NSBW, color guard activities, parades, VSC blitzes and similar events.	SEVENTH DISTRICT	UPA	Unit
10K	Other PA Projects	Time spent on other PA promotion or project/activity	SEVENTH DISTRICT	UPA	Unit
10L	Publications/Member Communications	Researching, writing, editing, and publishing on-line or printed Auxiliary publications, including newsletters, magazines, web contents, WIKI, blogs, etc.	SEVENTH DISTRICT	UPA	Unit
10M	CG Historian Support	Used to support and assist the CG Historian's Office or for time spent on Auxiliary historian activities	SEVENTH DISTRICT	UPA	Unit
10N	Auxiliary Musician (AUXMU) Performance Rehearsal	Qualified Auxiliarists or not formally qualified/designated AUXMU who participate in preparation for an AUXMU performance as result of invitation in AUXMU SOP	SEVENTH DISTRICT	UPA	Unit
10P	Auxiliary Musician (AUXMU) Performance Auxiliary Request	Qualified Auxiliarists or not formally qualified/designated AUXMU who participate in AUXMU performance at Auxiliary request as a result of invitation in accordance with AUXMU SOP.	SEVENTH DISTRICT	UPA	Unit
10Q	Auxiliary Musician (AUXMU) Performance (Under CG Orders)	Qualified Auxiliarists or not formally qualified/designated AUXMU who participate in AUXMU performance under CG orders as a result of invitation in accordance with AUXMU SOP.	SEVENTH DISTRICT	UPA	Unit

Mission Code	Title	Activity	OPCON	ACTIVITY CODE	Resource
	7030 Coast Guard Support Missions				
08	CG Administrative Support	Support CG in areas other than operations or receuiting. Must be authorized or aboard a CG boat or cutter. Assigned duty could be administrative or clerical. Time spent entering data as a DIRAUX or National user.	CG UNIT	UCG	Unit
09	AIM Academy Introduction Mission	Recruitment and suppot of students involved in annual AIM progrtams	CG UNIT	UCG	Unit
92	AUXDATA Data Entry	Time spent entering data into AUXDATA as FSO/SO-IS authorized user	SEVENTH DISTRICT	UCG	Unit
96A	Auxiliary Culinary Assistant Support to CG	Time spent by Auxiliarist qualified as an AUXC or being qualified performing authorized culinary assistant support to a CG unit	CG UNIT	UCG	Unit
97A	Auxiliary Chaplain Support (ACS)	Time spent by Auxiliarist who are designated Auxiliary Lay Leaders or designated Auxiliary Chaplain or actively training. Chaplains are assigned to Sectors.	CG UNIT	UCG	Unit
07A	Watchstanding	Use for any type of watch at a CG unit except for Radio Watch	CG UNIT	UCG	Unit
07B	QE Shore Side Check	QEs use for performing shore side check-offs	CG UNIT	UCG	Unit
07C	QE Underway Checks	QEs use for performing underway check-offs (hours count towards Currency Maintenance)	CG UNIT	UCG	Unit
20A	CG Communications Augumentation (AUGCOM)	Provide Global Maritime Distress & Safety System (GMNDSS) and operational radio support utilizing Auxiliary radio facility. Must by CG authorized and operations must be TCO certified. Hours only those where the facility is manned and ready for operator intervention	CG UNIT	UCG	Radio
20B	Radio Watchstander	CG qualified Watchstander at CG unit when assigned to duy by the CG. OIA name to be in Remarks or Summary of Activities	CG UNIT	UCG	Unit
20C	Auxiliary Radio Operations/Net	TCO at Auxiliary fixed land/landmobile/transportable/portable radio station when assigned to dusy by CG or appropriate Auxiliary officers. Authorized Auxiliary Net is also reportable (if multiple TCO operators authorized one shall be designate as LEAD. OIA noted in Remarks or Summary of Activites	CG UNIT (Radio) or Seventh District (Unit)	UCG	Radio/Unit
20D	Communications Equipment Setup & Maintenance	Time spent obtaining, delivering, setting up, installing, maintaining, and demobilizing Auxiliary radio facility equipment.	SEVENTH DISTRICT	UCG	Radio/Unit
20M	Auxiliary Communications Monitoring (AUXMON)	Time spent at CG Auxiliary authorized radio facility monitoring specified CG or other communications and AUXMON program participants. Facility must be continuously manned or monitored during the period reported.	CG Unit	UCG	Radio/Unit
22B	Operations Training	Hours NOT underway on surface/air operations training by coxswains/pilots and crew who are not IT qualified (IT use 06A) which are not otherwise reportable under Member Training. Also for use by Land Mobile Operator or a Unit Mission.	CG Unit	UCG	Radio/Unit
22C	Instructor for CG Courses	Instructor for any CG active/civilian/reserve courses. Must be IT qualified	CG Unit	UCG	Unit
22D	Sector Coordinator	Performing duties as Auxiliary Sector Coordinator (ASC)	CG Unit	UCG	Unit
26	CG Crew Augmentation	Time as qualified CG vessel or aircraft crew (letter from CG Unit) - use time other than LEAD	CG Unit	UCG	Unit
90A	CG Partners Program	Recruitment of public into CG Academny (exclusive of AIM). - must be performed in proper uniform.	CG UNIT	UCG	Unit
90B	Active Duty/Reserve/Officer Candidate School (OCS) Recruiting	Activity directly relating to the recruitment of the publice into the CG.	CG UNIT	UCG	Unit

# Activity Log – FSO-IS Review

- FSOs-IS without Approval Status need to use this box to let Approver know you have checked over the AL and it is Ready for Approval
- Do not just check box without checking AL
- If FSO-IS has Approver Status, **DO NOT** check the **FSO-IS Review box** as this will send message to SO-IS to do approval.



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Record Type

Unit/Individual

Mission Code

70C: CG SUPPORT

Mission Start Time

9/13/2023 7:45 PM

Mission End Time

9/14/2023 2:15 AM

Review Status

Approval Requested

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Approval Requested

Needs Clarification

Under Review

Approved

[✓ Mark Review Status as Complete](#)[DETAILS](#) [RELATED](#) [ADD MEMBER](#) [ADD TASK](#) [MEMBER AND TASK CAPTURE](#) [CHATTER](#)

Activity Record Number

AL-6904511

Unit

[GEORGETOWN](#)

Facility Registration Number

OPCON

[SECTOR CHARLESTON](#)

# of Members

1

# Members Greater Than 0



FSO-IS Reviewed



FSO-IS check box  
if reviewed AL  
and ready for  
SO-IS to sign.  
Email will go to  
SO-IS

Review Status

Approval Requested

Operations Code

Mission Code

70C: CG SUPPORT

Activity Code

UGG

Mission Start Time

9/13/2023 7:45 PM

Duration

6.50

Mission End Time

9/14/2023 2:15 AM

Summary of Activities

MARGOLIS: Meet with Chaplain Poole at DDO, &amp; HARPAT at Conway City Marina.

Clarification Comments

[Non-reimbursed Mileage and Expenses](#)

# Activity Log - Approvals

- Only IS officers with Approver Status can Approve missions. If coming from an FSO-IS with Review box checked – do a second check before approving.
- If Sending AL back for Clarification – be sure to follow up with an email with more detail on what the problem is.
- IS officers without Approver Status: once you have checked AL – check the FSO-IS Review box and Status is listed as Approval Requested



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Record Type	Mission Code	Mission Start Time	Mission End Time	Review Status
Unit/Individual	70C: CG SUPPORT	9/13/2023 7:45 PM	9/14/2023 2:15 AM	Approval Requested

[CLICK HERE TO VIEW MISSION CODES](#)

Delete Record



Approval Requested

Needs Clarification

Under Review

Approved

✓ Mark Review Status as Complete

FSO/SO-IS who have Approval Status will check Approved if AL is OK; if not can check Needs Clarification (be sure to send email to IS/member on what needs correction)

ADD TASK MEMBER AND TASK CAPTURE CHATTER

Review Status ⓘ

Approval Requested ▾

--None--

Open

✓ Approval Requested

Needs Clarification

Under Review

Approved

Mission Start Time ⓘ

Date

9/13/2023



Time

7:45 PM



• Duration ⓘ

6.50

Mission End Time

2:15 AM

Cancel

Save

Summary of Activities ⓘ



FSO-IS Reviewed



# Activity Log - Approvals

- What is responsibility of IS officer if problem with submitted Activity Log?
  - Can we withhold Approval of AL that looks like hours, PV Visits, Vessel Exams are excessive? **NO**
  - If it looks like an error – contact member to make correction.
  - If this seems like a consistent problem, contact elected officer (FSO-IS – FC; SO-IS – DCDR). Let elected officer handle the problem. If they say to approve, then do it.
  - If you still feel this is not right – go to the next highest office (SO-IS or ADSO-IS to work with elected officers on concerns).

# OPCONS

- The Default OPCON is Seventh District. There have been members using CG District Seven and I have seen CG District Seventeen and Seventeen District. This is for CG Auxiliary missions.
  - 99 Hours
  - PE, Member Training, PA, PV, VE

# OPCONS

- OPCON for CG Support missions is the CG Unit being supported
  - Watchstanding. Culinary Support and work for a Station would be the station
  - Marine Safety would use the OPCON for the Sector. Also, Chaplain work is usually the Sector as Chaplains work for the Sector
  - Working on a Cutter would be the Cutter's OPCON.

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Record Type	Mission Code	Mission Start Time	Mission End Time	Review Status
Unit/Individual	14A: BOAT AMERICA	5/13/2023 4:00 PM	5/13/2023 5:00 PM	Approved

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Approved

[✓ Mark Review Status as Complete](#)[DETAILS](#) [RELATED](#) [ADD MEMBER](#) [ADD TASK](#) [MEMBER AND TASK CAPTURE](#) [CHATTER](#)

Activity Record Number

AL-6815509

Unit<sup>1</sup>

JUPITER

Facility Registration Number

OPCON<sup>1</sup>

CG DISTRICT SEVEN

# of Members

1

# Members Greater Than 0



FSO-IS Reviewed

Review Status<sup>1</sup>

Approved

Operations Code<sup>1</sup>Mission Code<sup>1</sup>

14A: BOAT AMERICA

Activity Code<sup>1</sup>

UPE

Mission Start Time<sup>1</sup>

5/13/2023 4:00 PM

Duration<sup>1</sup>

1.00

Mission End Time

5/13/2023 5:00 PM

Summary of Activities<sup>1</sup>

BA Review

Clarification Comments<sup>1</sup>

Wrong OPCON

[Non-reimbursed Mileage and Expenses](#)

# Member Competency Tasks (MCT)

- What are MCT?
  - The scheduled Tasks required to maintain currency in a competency (e.g. conducting 5 VSC per year for a VE)
  - National working on project to rename, delete duplicate tasks, and reorganize list of tasks in AUXDATA



# MCT in AUXDATA

Member Competency Record Number  
**MC-87949**

Member

Original Certification Date ⓘ  
**1/1/1994**

Competency Category  
**BOAT**

Competency Type  
**BOAT CREW COXSWAIN**

Status  
**Certified**

Status Assigned Date ⓘ  
**1/1/1994**

Night Certified ⓘ  
☐

Comments

Recertification/ Expiration Date

REYR Start Date

Tasks (6+)

New

Member ...	Task Type	Status	Complete...
<u>MCT-1054...</u>	ANNUAL R...	Completed	3/1/2022 ▾
<u>MCT-76524</u>	PASS NAVI...	Archived	2/22/2022 ▾
<u>MCT-497...</u>	PASS NAVI...	Archived	2/22/2022 ▾
<u>MCT-1053...</u>	PASS NAVI...	Completed	2/22/2022 ▾
<u>MCT-1018...</u>	(BCM) QE ...	Completed	9/22/2021 ▾
<u>MCT-992...</u>	ANNUAL R...	Archived	5/27/2021 ▾
View All			

Member Competency History (3)

Date	Field	User	Original...	New Va...
7/27/2...	Original...	Admin ...		1994-01... ▾
9/11/2...	Status	Jaclyn F...	REYR	Certified ▾
9/11/2...	Status	Jaclyn F...	Certified	REYR ▾
View All				

Task Type ▾

Status ▾

Completed Date ↓

ANNUAL RISK MGMT TCT REFRESHER TRAINING	Completed	3/1/2022
PASS NAVIGATION RULES EXAM (95)	Archived	2/22/2022
PASS NAVIGATION RULES EXAM (95)	Archived	2/22/2022
PASS NAVIGATION RULES EXAM (95)	Completed	2/22/2022
(BCM) QE APPROVAL	Completed	9/22/2021
ANNUAL RISK MGMT TCT REFRESHER TRAINING	Archived	5/27/2021
ANNUAL RISK MGMT TCT REFRESHER TRAINING	Archived	3/29/2020
OPERATIONS WORKSHOP	Completed	3/29/2020
ANNUAL RISK MGMT TCT REFRESHER TRAINING	Archived	6/6/2019

Click VIEW ALL to see the full list

Q&A