The Member Activity Log - (form 7029)

As you participate in the various Auxiliary activities there are specific reports associated with those activities, such as; Missions-7030, Vessel Safety Checks-7038, Workshop Attendance-7039, etc. These are completed and submitted by the mission lead person or instructor. However, there is one report that is always submitted on a regular basis regardless of which activities you participate in. That report is called the *Member Activity Log* (Form ANSC-7029) and it is to be submitted monthly.

The *Member Activity Log* is for reporting miscellaneous activities that aren't covered by the specialized reports. Some examples of items that are to be reported on the *Member Activity Log* are: attendance at monthly Flotilla meetings, time spent studying for crew and coxswain exams, travel time to Auxiliary functions, etc. Completing the *Member Activity Log* is simple and straight-forward. It can be completed in a few minutes. Instead of waiting until month-end to fill in the form many members simply use the form as its name denotes and log their activities after each day of Auxiliary activity.

The *Member Activity Log* is an important report for you and the flotilla. It records time and effort that you devote to the organization as well as providing the Coast Guard with documentation of our contribution to the achievement of their mission.

The completed form should be mailed to the FSO-IS or handed in at the monthly Flotilla meeting. You have the option of submitting your reports via email in lieu of submitting the form via U.S. mail. We highly recommend that you use the report email feature. A sheet with the basic instructions on how to submit your *Member Activity Logs via* email is enclosed.

July 19, 2008

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
ANSC-7029 (2-05)

U.S. COAST GUARD AUXILIARY
MEMBER ACTIVITY LOG

Division 04 Flotilla 01

AUXDATA USE ONLY

SUBMIT AT LEAST MONTHLY-USE THIS FORM FOR ACTIVITIES NOT REPORTED ON OTHER AUXDATA REPORTS.

Do not put Patrol "Activity" hours on 7029. Coxswain reports them on 7030.

SECTION I - MEMBER INFORMATION

MEMBER ID	LAST NAME AND INITIALS
9 8 6 5 4 1 2	HORNBLOWER, H.

SECTION II - ACTIVITY INFORMATION

	DATE DDMMM	TYPE & LOCATION OF ACTIVITY	HOURS ACTIVITY	PREP	TRAVEL	TOTAL
1	04JAN	FSO Admin-Year-End Reports-Home	2			2
2	12JAN	Safety Patrol-Elmore-Port Hadlock			1	1
3	15JAN	IS-100 On-Line Course Study-Home	1			1
4	17JAN	Study for Aux-Nav -Home	2			2
5	18JAN	Aux-Nav Test-Port Ludlow	4		1	5
6	23JAN	Flotilla Monthly Meeting-Port Ludlow	2		1	3
7	24JAN	Attend AUX-SAR training class -Port Ludlow	1			1
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31						

Put entries in chronological order. Latest last.

NOTE: Entries for more than one month may be included on the same report. However, never combine entries for two different years on the same 7029 (Probably only a concern during January)

Date Submitted	31JAN08	Log Number	1	TOTAL HOURS	15

Previous edition may be used until supply is exhausted COPY 1 - MEMBER

Horatio@msn.com

Preparer's Email address here

Bywaterbay@centurytel.net

FSO-IS Email address here.

MEMBER ACTIVITY LOG

A. GENERAL

1. This form is used to log hours spent on Auxiliary activities not reportable on:
   a. ANSC 7030 - *Activity Report - Mission* (For all Air, Boat and Radio Resource Missions and approved UNIT missions not shown in paragraphs b through d below).
   b. ANSC-7038 - *Activity Report - Vessel Safety Check.*
   c. ANSC-7039 - *Workshop Attendance Report.*
   d. ANSC-7046 - *Activity Report - RBS Visitation.*
2. For each day that you perform services as an Auxiliarist, enter the preparation hours, travel hours, and if not required to be reported on another form, the hours spent on a mission. (See paragraph D.2.a through e below for examples.)
3. **AUXDATA USE ONLY** box is for IS personnel use **ONLY.** Make NO manual entries in this area. Computer filled in forms will have automatic entries made in this area. That is as intended.

B. DIVISION-FLOTILLA

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

C. SECTION I - MEMBER INFORMATION

1. **MEMBER ID** - Enter your 7-digit member ID number.
2. **NAME** - Enter your last name and initials as currently listed in AUXDATA.

D. SECTION II - ACTIVITY INFORMATION

1. **DATE** - Enter the day and month you performed the activity in DDMMM format (01JAN = January 1).
2. **TYPE & LOCATION OF ACTIVITY** - Briefly state the type and location of the Auxiliary-related activities not otherwise entered on reports listed in **A** above. Include travel and preparation time previously recorded on those forms here. **Each line can represent the day of the month, if desired, making this report a log for the individual. Considerable abbreviation of activity is acceptable as long as the activity can be understood.** Examples of the type of activity hours reportable here are *(but are not limited to)* the following;
   a. Time spent attending all levels of Auxiliary Meetings.
   b. Time spent attending Auxiliary Training sessions (except Workshops reported on ANSC-7039).
   c. Time spent performing Elected and Staff officer duties.
   d. Time spent performing Auxiliary Committee duties.
   e. Time spent coordinating activities with other agencies / organizations.
3. **HOURS** - Time is entered in whole hours, rounded to the nearest hour (enter zero for activities less than 30 minutes). Entering zero is acceptable to log an activity on this form for chronological record purposes.
   a. ACTIVITY - Enter the actual hours spent on the day's activities **ONLY IF NOT ALREADY RECORDED ON ANSC-7030, ANSC-7038 ANSC-7039 OR ANSC-7046.**
   b. PREP - Enter the hours spent preparing for the day's activity Prep time for activities reported on other AUXDATA forms is to be included here.
   c. TRAVEL - Enter travel hours from home to the activity and return. Travel time for activities reported on other AUXDATA forms is to be included here.
   d. TOTAL - Enter the accumulated total of a., b., and c. for this line.
4. **EXTENDED FUNCTIONS** - Auxiliarists who travel to an event of more than one day should report all activity while away from home EXCEPT hours spent sleeping and attending social functions. Examples of extended functions include attending National School, National/District meetings, workshops, and training sessions. Use one line for each day. Entries for any single day may not exceed 24 hours.
5. **TOTAL HOURS** - Enter the sum of the TOTAL column.
6. **DATE SUBMITTED** - Enter today's date in DDMMMYY format (01MAR02).
7. **LOG NUMBER** - This area is available for member use and is not entered in AUXDATA. Number reports sequentially, or in accordance with local policy.

Submitting Your USCGAux Reports Via Email

Please note that you must have *Adobe Acrobat Reader* or *Adobe Acrobat Professional* to use this feature. *Adobe Acrobat Reader* is available as a free download at: www.adobe.com/products/acrobat/readstep2.html .

Go to http://nws.cgaux.org/ and click on *Members. Members* is the third item from the left in the list near the top of the page.

From the list on the right, click on *Forms*. It is the tenth item on the list.

From the Forms list click on *Email Forms.* It is the third item on the list. (Mac users note special instructions on "*E-mail* page)

Click on the title of the form you want to submit. Initially that will be *Form 7029 Member Activity Log*. It is the third item on the list.*

The form 7029 will come up in Adobe Acrobat. Fill in your information including your email address as well as the recipient's email address. In our case, the recipient is the FSO-IS at Bywaterbay@centurytel.net.

If you want an exact copy of the form you filled out, click *Print.* Then Click *Submit*.
After submission a *Submission Receipt* will come up and it too can be printed for your records.

* Some of the other forms with this email feature are:
- 7030-Activity Report-Mission
- 7038-Activity Report-Vessel Exam
- 7046-Activity Report-RBSVP

July 18, 2008