

7029 Code Use Guidance

<p>USE 99A</p>	<p>For <u>Leadership Time</u>. If you are an elected or appointed officer (Except MS Officers) and undertaking non-mission activities to fulfill the responsibilities of your position including such things as:</p> <ul style="list-style-type: none"> ● Preparation for and attending Flotilla, Division, District or National Meetings ● Meeting or communicating with prospective members, ● Communicating with members interested in qualification in your program area ● Mentoring ● Email, phone calls and records management for your program area ● Preparing reports for meetings or for staff officers at a higher organizational level ● Travel to and from meetings or conferences ● MS Officers should complete ANSC 7030 form with mission code 70K for the above listed activities. ● IS Officers should complete ANSC 7030 with mission code 92 for data entry,.
<p>USE 99B</p>	<p>For hours not otherwise reported on ANSC 7030, ANSC7038 or ANSC7046 related to <u>Recreational Boating Safety Missions</u> including:</p> <ul style="list-style-type: none"> ● Preparation for PA (10), PE (14), UMDV(11), VE(91), AUXMP(1,2,3,22A), 54A. 55A ATON(30,31,32), ICE(53), SAR(23,24) Missions (including boat and aircraft prep) ● Travel to and From the above listed missions (except when trailering) ● Post- Mission record preparation and reporting ● AUXMP training (22a) Mission Preparation, travel to and from mission and post-mission recordkeeping
<p>USE 99C</p>	<p>For hours not otherwise reported on ANSC 7030 or ANSC 7038 related to <u>Marine Safety and Environmental Protection Missions</u> including:</p> <ul style="list-style-type: none"> ● Leadership activities undertaken by MS officer of all levels must be reported on 7030. ● Preparation for CSV (80), MEP(28), MS(70, 80, 91c through 91g) missions- EXCEPTIONS: 70N, 70U, 80B, 80D, AND 80F must be reported on 7030. ● Travel to and from the above listed missions ● Post-mission record preparation and reporting ● Travel to and from MS Training and PQS missions including study/preparation time- EXCEPTION 70U must be reported on a 7030.
<p>USE 99D</p>	<p>For hours not otherwise reported on ANSC 7030 for <u>Member Training (06)</u> or ANSC 7039 for <u>Workshops</u> including:</p> <ul style="list-style-type: none"> ● Time spent preparing to give Auxiliary MT Courses (Instructor only) ● Time spent in Member Training classes (Trainees) including AUXOP Course, ICS, C-School, FC Academy or other Auxiliary Courses (except Auxiliary Workshops such as TCT which is reported on a Workshop Attendance form) ● Time spent preparing for, studying or doing homework for a class - EXCEPT for Mission 70U which must be reported on 7030. ● Time spent taking on-line courses and on-line examinations – EXCEPT for courses required for MS Training Ribbon or Trident device which must be reported on 7030 as mission 70U. ● Time spent travelling to and from Auxiliary MT Courses ● Time spent on MS Training should be filed on an ANSC 7030 using mission code 70U. ● Time spent on PA Training should be filed on an ANSC 7030 using mission code 10G.

<p>Use 99E</p>	<p>General and CG Support (Logistics): For hours not otherwise reported on an ANSC7030 form or other Administrative activities not related to an elected or appointed position including:</p> <ul style="list-style-type: none"> • Preparation for CGADMN (08), CGOPS(01,20,21,22,26,54b, 55b), GOVSUP (41,42,43), HS(93), IA(60), LO(65), OR (85), and UREC(09,90) missions. • Travel to and from the above listed missions • Post Mission Recordkeeping and Reporting • Participation in Flotilla, Division, District, National or CG Committees when not an elected or appointed officer <p>Preparation for and travel to and from above mentioned committee meetings</p> <ul style="list-style-type: none"> • Attendance at meetings and conferences (as a General Member) • Preparation for and travel to and from the above mentioned meetings and conferences • Mentoring
<p>MILEAGE and EXPENSES</p>	<ul style="list-style-type: none"> • Mileage: List total miles driven that were not covered by orders for daily or overnight missions. • Do NOT include mileage costs in Expenses • Expenses include parking, tolls, lodging and meals for overnight missions only when not under orders.