



ONLINE REPORTS



7029 and 7030 on line forms

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December 29, 2018



AUXDATA /AUXINFO

- **AUXDATA** is a web-based management tool
- Used to capture and report the auxiliary's operational and administrative activity
- AUXDATA read only access is restricted to elected and staff officers
- Qualified IS (INFORMATION SERVICES) officers may have input access
- **ALL** member activity must be recorded in AUXDATA
- There are numerous forms that record activity, and this information is entered into AUXDATA




AUXINFO



- All members can access AUXINFO
- AUXINFO is updated weekly from AUXDATA
- Go to <http://www.uscga-district-7.org/index.html>
- When home page opens, look for **RESOURCES** on menu bar
- Click on D7 AUXINFO Quick Access



AUXINFO



U.S. Department of Homeland Security
U.S. Coast Guard Seventh District Auxiliary


Home Staff ASCs Resources Forms Public Info Publications Social Media Help Desk HR Corner Members Only Contact Us

District 7 AuxInfo


You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.- At any time, the USG may inspect and seize data stored on this IS.- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. -This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User agreement for details.

- District 7
- Division 1
- Division 2
- Division 3
- Division 4
- Division 5
- Division 6
- Division 7
- Division 8
- Division 9
- Division 10
- Division 11
- Division 12
- Division 13
- Division 14
- Division 15
- Division 16
- Division 17

Click on Division 5



National Terrorism Advisory System

**NTAS**
NATIONAL TERRORISM ADVISORY SYSTEM

Contact National

National Help Desk

Website Policies


Accessibility

FOIA

U.S. Coast Guard

U.S. Department of Homeland Security

USA.gov



MARSEC LEVEL
1 **2** **3**
SIGNIFICANT RISK

CGAUX.org in the U.S. Coast Guard Auxiliary official web portal.



AUXINFO

Here you can look up all your activities

- Qualifications
 - Awards
 - Vessel Exams
 - Program Visits
-
- **IF THE MISSION/ACTIVITY IS NOT ENTERED INTO AUXDATA, IT WILL NOT GET INTO AUXINFO, AND IN EFFECT IT NEVER HAPPENED**



MOST COMMONLY USED FORMS

- 7029 – all activity not on other Mission Forms
 - This is the form you will most often use as a new member
- 7030 – activity performed on specialized missions (list on page 3 of 7030 form)
- 7038 – reporting vessel safety checks on motor & sailing vessels, paddle craft, and facilities
 - Only put total hours of inspection. Travel and prep time entered on 7029.
- 7046 – Recreational Boating Safety Program Visitation report
 - Only put total hours of actual visits on last visit entry. Travel and prep time entered on 7029.



THE 7030 E FORM

- All forms are found on the District 7 web site at
 - <http://uscga-district-7.org/>
- At the home page locate **Forms** on the header bar, click on it, a drop-down dialog box will appear
- Click on **Electronic Forms**
 - Under the PDF Forms tab
- Choose 7030

Electronic Forms (E-Forms) for Auxiliary Staff	
Fully online forms, no printing required.	
Welcome to the E-mail forms page. These forms are submitted via e-mail inside the form. If you have difficulties, please report using the <i>National Help Desk</i> .	
E-Forms	
This section provides U.S. Coast Guard Auxiliary E-mail Forms	
7023 - Notice of Intent to Teach (Online 7023 Webform)	
7029 - Webform 7029 (Online 7029)	
7030 - Activity Report - Mission	
7038 - Activity Report - Recreational Vessel Examinations	
7046 - Activity Report RBSVP	
DD175 - Military Flight Plan	





THE 7030 E FORM

1.Div. and Flotilla

2.Date of Mission

Clear All entries

Rev008

DEPARTMENT OF
HOMELAND SECURITY
U.S. COAST GUARD
ANSC-7030 (9-10)

U.S. COAST GUARD AUXILIARY ACTIVITY REPORT - MISSION

Division **05** Flotilla **01**

MISSION DATE
DDMMYY

18NOV18

SECTION I TYPE OF RESOURCE ☐ Air ☐ Boat ☐ Radio ☒ Unit/Individual

SECTION II TIME & MISSION

Always record START TIME, START MISSION, and FINISH TIME. (See MISSION list on page 3.)
Use change boxes if mission changes. See instructions. *Elapsed Time: 1.0*

	START	Change 1	Change 2	Change 3	Change 4	Change 5	FINISH
Clear > TIME	1100						1200
MISSION	14A ▼	▼	▼	▼	▼	▼	

SECTION III ACTIVITY LOG DETAILS

Location: **VFW Lake Park**

OPCON ▼

PATROL MISSIONS ONLY



THE 7030 E FORM

SECTION IV CREW ASSIGNMENTS									
Member ID								Last Name and Initials	Trainee
LEAD	1	2	3	7	2	5	0	PETRIELLO, AT	----
2									<input type="checkbox"/>
3									<input type="checkbox"/>
4									<input type="checkbox"/>
5									<input type="checkbox"/>
6									<input type="checkbox"/>
7									<input type="checkbox"/>
8									<input type="checkbox"/>
9									<input type="checkbox"/>
SECTION VI REMARKS									

**Click to report
END
of PE course
ONLY**

LOCAL NOTES (non-AUXDATA):
Recipient's email address:
apetriello@bellsouth.net
Your email address:
apetriello@bellsouth.net

SUBMIT

Enter your FSO-IS email address to automatically send a copy



THE 7030 E FORM

SECTION VI REMARKS

Safe boating class Sunday November 18 chapter 2

*Use **Member Activity Log (ANSC-7029)** for missions not reported on VE (ANSC-7038), RBSVP(ANSC-7046) or this form and for Travel & Prep time previously reported on this form.*

Date submitted

22NOV18

PETRIELLO, AT

Report number

3

Submitting Member Name (*print*)

Previous edition may be used until supply is exhausted.

10.116E10.11

COPY 2 - FSO-IS

PRINT ...





THE 7029 FORM

What You Can Do Here

- Enter your 7029 Member Activity on computer
- Enter day-by-day, or all at once!
- [Submit](#) your data to your FSO-IS with *one click!*
- Say goodbye to paper or PDF 7029 forms *forever!*

How Does It Work?

- You type in your activity information, we remember it.
- You do the work, *we do the math!* Automatically!
- Nothing to print; You get a copy via email.



THE 7029 FORM

How Do I Get Started?


From the Electronics Form Page, Click on: **7029 - Webform 7029 (Online 7029) icon at the right**  (see previous slides on page 7)

Member ID:

Password:


LOG IN

Saturday, December 29, 2018

 **USCGAUX**
Web Forms

7029 Form Access

News Flashes & Notes

7029 Field Guide 

Questions & Answers...

My Webforms Guide

Obtain Password

Help & Feedback

QUICK LINKS

AUX Home

AUXINFO

AUXDATA

FINCEN

Help Desk

AuxDirectory

ANSC Forms

AUX C-School

Welcome to the 7029 Webform Home

What You Can Do Here?

- Enter your 7029 Member Activity Data *right here!*
- Enter day-by-day, or all at once!
- Submit your data to your FSO-IS with *one click!*
- Say goodbye to paper or PDF 7029 forms *forever!*

How Does It Work?

- You type in your activity information, we remember it.
- You do the work, *we do the math!* Automatically!
- Nothing to print; You get a copy via email.

Where Can I Get More Information?

- Expand and read "Questions & Answers" to learn about "Usage FAQs", "Tips & Tricks", "Bugs & Known Issues", and a general description of the Webforms concept called "About Webforms".
- Read "News Flashes & Notes" for the latest usage information.
- Above all, *read the instructions!* Better: *print* them, and follow along with an open form.

How Do I Get Started?

- Log in with your member number and "eDirectory" password;
- No eDirectory password? Select "Obtain Password" to the left;
- Click on "7029 Form Access";
- First-time users: *read the Instructions!*
- Click on 7029 - Version x.x to open your *personal dashboard*.
- Click "NEW" to start a blank form;

BE SURE TO HIT "SAVE" (bottom of form) OFTEN!



THE 7029 FORM

- Log in with your member number and "eDirectory" password;
- No E-Directory password? Select "Obtain Password" to the left;
- Click on "7029 Form Access";
- First-time users: *read the Instructions!*
- Click on 7029 - Version 1.1 to open your *personal dashboard*.
- At bottom of page; Click "NEW" to [start](#) a blank form; "COPY" to [retrieve](#) a previous month, or "OPEN" to [edit](#) current one

BE SURE TO HIT "SAVE" (bottom of form) OFTEN!



THE 7029 FORM

- Categories
 - Mission code 99A – only elected and appointed officers use 99A
 - Mission code 99B – Recreational Boating Safety
 - Patrols, ATON missions, Program Visits, PA, VE, PE

YOU ONLY ENTER PREP AND TRAVEL ON THE 7029
THE ACTUAL MISSION WAS ENTERED ON A 7030,
7038 (VE), or 7046(PV)



THE 7029 FORM

- Categories
 - Mission code 99C –Marine Safety and Environment
 - Marine Environmental Protection
 - Marine Safety

YOU ONLY ENTER PREP AND TRAVEL ON THE 7029
THE ACTUAL MISSION WAS ENTERED ON A 7030



THE 7029 FORM

- Categories
 - Mission code 99D – Member Training
 - All time spent in studying, reading
 - Travel, prep, and time in class for any Member Training Class except **Mandated Workshops** which are reported by instructor on 7030



THE 7029 FORM

- Categories
 - Mission code 99E is used for
 - Coast Guard Operational support travel & prep
 - Attending meetings –meeting time, prep, travel (non officer)
 - Attending any committee meetings - meeting time, prep, travel (non officer)
 - Mentoring – meeting time, prep, travel
 - Attending conferences, meeting time, prep, travel (non officer)



THE 7029 FORM

DEPARTMENT OF HOMELAND SECURITY U. S. Coast Guard 7029 Webform (03/11) 514023 SUBMITTED		U. S. Coast Guard Auxiliary MEMBER ACTIVITY WORKSHEET Use this form to report activities not reported on any other AUXDATA form.					2018		
Section 1 – Member Information									
1. ANTHONY THOMAS PETRIELLO		District 070, Flotilla 05-01			apetriello@bellsouth.net				
Section 2 – Activity Information									
Check to Show/Enter Details: <input checked="" type="checkbox"/>									
ITEM	DATE ← →	MISSION DESCRIPTION (42 CHARACTERS MAXIMUM)	NON-REIMB.		HOURS PER MISSION CATEGORY				
			MILES	EXPENSE	99A	99B	99C	99D	99E
1	01NOV	e-mails, admin, phone,			2				

1. Automatically entered by system

2. Remember to include miles traveled

If you claim miles then do not claim any gas charges, just tolls and parking

Other expenses could include uniform cleaning, etc.



THE 7029 FORM

Automatically totals your entries

31												
				TOTALS:	175	\$27.32	72	4	5	15	0	
Section 3 – Submission Information											Submitted on: 01 Dec 2018 20:52:49Z	
29 DEC 2018		NOTES:					LOG NUMBER: (OPTIONAL)					
IS Officer Addresses		<input type="checkbox"/> SO-IS: ANTHONY PETRIELLO apetriello@bellsouth.net					<input checked="" type="checkbox"/> FSO-IS: ANTHONY PETRIELLO apetriello@bellsouth.net					
TOM RAYNOR STEVE JOHNSON		Download		<input type="button" value="Print"/>	<input type="button" value="Save"/>	<input type="button" value="Quit"/>	<input type="button" value="Restore"/>	<input type="button" value="Submit"/>	<input type="button" value="Clear"/>			

Do not Check SO-IS Box

Check FSO-IS Box



THE 7029 FORM

When form is completed

- ✓ Check the box for FSO-IS
- ✓ To save form, click on save
- ✓ To send form click on submit

A copy will be sent to your E-mail address



ON LINE REPORTS

The other commonly used forms are the
7038 Vessel Examinations
7046 Program Visits





7038 & 7046 FORMS

- You **CAN NOT** enter multiple days on same VE form
- Ex: you do 3 VEs on Monday and 2 on Tuesday
you must fill out a separate 7038 for each day, same applies to program visits.
- On the 7038 you must enter in the remarks section the location, date and time of day you started the activity and any other information you feel needed to explain
- **ALL ACTIVITY MUST BE SUBMITTED WITHIN 30 DAYS OF THE MISSION COMPLETION**



FSO-IS e-mail Address



7038 & 7046 FORMS

Up to 15 entries for the month, the total hours for that day is entered on the last visit for that day.

If more than 15 visits in the month, complete another form and use the Report Number to sequence the submittals.

Clear ALL entries Rev006

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC 7046 (03/11)		U.S. COAST GUARD AUXILIARY ACTIVITY REPORT RBS VISITATION		Division ____ Flotilla ____
SECTION I - MEMBER INFORMATION				AUXDATA USE ONLY Start Date Local: DD HHMM MON YYYY Visits: ____ Hours: ____ Activity: UMS Mission: 11
Member ID	Last Name and Initials	ROLE		
		LEAD		
		TRAINEE		
		TRAINEE		
		TRAINEE		
SECTION II - VISIT INFORMATION				
Visit Date DDMM	Business Name	Location	Hours	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
SECTION III - REMARKS			Total Hours	
<small>Use Member Activity Report (ANSC-7029) to record travel and prep time associated with visits. Additions, deletions or changes to business listings must be reported on ANSC-7047, Manufacturer ID Code System (MIC) & Mailing Label System (MLS) form.</small>				
Date submitted		Report number		
<small>Previous edition may be used until supply is exhausted.</small>				
7038		COPY 1 - MEMBER		PRINT ... SUBMIT
Enter YOUR email address here		Enter RECIPIENT's email address here		

Both the 7038 and the 7046 should be submitted electronically. No printing or copying is needed.

Do not take a photo and send it, most times it is illegible.

Your e-mail Address

FSO-IS e-mail Address



FORM SUBMISSION

- It is the members responsibility to check your forms for accuracy and completion
- The FSO-IS will check them before entry in AUXDATA
- Any errors or mistakes and the form will be returned to the member for correction
- The FSO-IS will not correct your errors

You may use any browser you wish.
Personally, I have had the most success
with Google Chrome.





THE END