



DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC-7029 (2-05)	U.S. COAST GUARD AUXILIARY MEMBER ACTIVITY LOG	Division ____ Flotilla ____ <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> AUXDATA USE ONLY Hours: ____ Activity: UMS Mission: 99 </div>				
<i>SUBMIT AT LEAST MONTHLY-USE THIS FORM FOR ACTIVITIES NOT REPORTED ON OTHER AUXDATA REPORTS.</i>						
SECTION I - MEMBER INFORMATION						
MEMBER ID	LAST NAME AND INITIALS					
SECTION II - ACTIVITY INFORMATION						
	DATE DDMMM	TYPE & LOCATION OF ACTIVITY	HOURS			
			ACTIVITY	PREP	TRAVEL	TOTAL
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
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22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Date Submitted		Log Number		TOTAL HOURS		

Previous edition may be used until supply is exhausted

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 DDMMYY 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.