

## 7029 Code Use Guidance (23 Jan 10)

<b>USE 99A</b>	<p><b>For <u>Leadership</u> Time. 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:</b></p> <ul style="list-style-type: none"> <li>• Preparation for and attending Flotilla, Division, District or National Meetings</li> <li>• Meeting or communicating with prospective members,</li> <li>• Communicating with members interested in qualification in your program area</li> <li>• Mentoring</li> <li>• Email, phone calls and records management for your program area</li> <li>• Preparing reports for meetings or for staff officers at a higher organizational level</li> <li>• Travel to and from meetings or conferences</li> <li>• MS Officers should complete ANSC 7030 form with mission code 70K for the above listed activities.</li> <li>• IS Officers should complete ANSC 7030 with mission code 92 for data entry,.</li> </ul>
<b>USE 99B</b>	<p><b>For hours not otherwise reported on ANSC 7030, ANSC7038 or ANSC7046 related to <u>Recreational Boating Safety Missions</u> including:</b></p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Travel to and From the above listed missions (except when trailering)</li> <li>• Post- Mission record preparation and reporting</li> <li>• AUXMP training (22a) Mission Preparation, travel to and from mission and post-mission recordkeeping</li> </ul>
<b>USE 99C</b>	<p><b>For hours not otherwise reported on ANSC 7030 or ANSC 7038 related to <u>Marine Safety and Environmental Protection Missions</u> including:</b></p> <ul style="list-style-type: none"> <li>• Leadership activities undertaken by MS officer of all levels must be reported on 7030.</li> <li>• Preparation for CSV (80), MEP(28), MS(70, 80, 91c through 91g) missions- <b>EXCEPTIONS: 70N, 70U, 80B, 80D, AND 80F must be reported on 7030.</b></li> <li>• Travel to and from the above listed missions</li> <li>• Post-mission record preparation and reporting</li> <li>• Travel to and from MS Training and PQS missions including study/preparation time- <b>EXCEPTION 70U must be reported on a 7030.</b></li> </ul>
<b>USE 99D</b>	<p><b>For hours not otherwise reported on ANSC 7030 for <u>Member Training</u> (06) or ANSC 7039 for Workshops including:</b></p> <ul style="list-style-type: none"> <li>• Time spent preparing to give Auxiliary MT Courses (Instructor only)</li> <li>• 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)</li> <li>• Time spent preparing for, studying or doing homework for a class - <b>EXCEPT for Mission 70U which must be reported on 7030.</b></li> <li>• Time spent taking on-line courses and on-line examinations – <b>EXCEPT for courses required for MS Training Ribbon or Trident device which must be reported on 7030 as mission 70U.</b></li> <li>• Time spent travelling to and from Auxiliary MT Courses</li> <li>• Time spent on MS Training should be filed on an ANSC 7030 using mission code 70U.</li> <li>• Time spent on PA Training should be filed on an ANSC 7030 using mission code 10G.</li> </ul>

<p><b>Use 99E</b></p>	<p><b><u>General and CG Support (Logistics):</u> For hours not otherwise reported on an ANSC7030 form or other Administrative activities not related to an elected or appointed position including:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Travel to and from the above listed missions</li> <li>• Post Mission Recordkeeping and Reporting</li> <li>• Participation in Flotilla, Division, District, National or CG Committees when not an elected or appointed officer</li> <li>• Preparation for and travel to and from above mentioned committee meetings</li> <li>• Attendance at meetings and conferences (as a General Member)</li> <li>• Preparation for and travel to and from the above mentioned meetings and conferences</li> <li>• Mentoring</li> </ul>
<p><b>MILEAGE and EXPENSES</b></p>	<ul style="list-style-type: none"> <li>• Mileage: List total miles driven that were not covered by orders for daily or overnight missions.</li> <li>• Do <b><u>NOT</u></b> include mileage costs in Expenses</li> <li>• Expenses include parking, tolls, lodging and meals for overnight missions only when <b><u>not</u></b> under orders.</li> </ul>