



United States Coast Guard Auxiliary

Division 114-07 Channel Islands
San Luis Obispo – Santa Barbara – Ventura



Division 114-07 –Member Guide to Time Reporting

WHY REPORT HOURS?

Reporting your mission hours will quantify the **VALUE** (statistical and ultimately the monetary value) of the contributions of the Auxiliary to support the work of the U.S. Coast Guard. This reporting provides an accurate and standardized economic valuation of the Coast Guard Auxiliary, which enables the USCG and Auxiliary leaders to validate planning and decision making. For the Auxiliary itself, a fair valuation enables membership and leadership to assess and validate the value of their contributions to the Coast Guard and to the country. There is measurable value in Auxiliary volunteer labor and that the USCG's Return on Investment is sizable. According to Coast Guard's budget analysis in 2021, for every dollar invested into the Auxiliary, we return at least \$8.75 in volunteer service. That's high value! Because Auxiliary volunteers have specialized skills in support of the Coast Guard, the added value to the Coast Guard is not only invaluable but would otherwise need to be purchased.

WORTHY MISSIONS

The three principal mission areas of the Auxiliary are: **Recreational Boating Safety (RBS)**, **Operations (R&P)**, and **Mission Support (MS)**. The two "overhead" functions are: **Leadership (99A)** and **Administration/Logistics (99E)**. All put together, we support the Coast Guard directly through 25 mission categories within RBS, R&P, and MS, as well as supporting the Auxiliary internally through Leadership and Administration. All Your hours are Worthy Missions!

TIPS FOR SUCCESS

Self-entry of time into [AuxData II \(AD2\)](#) is the ultimate goal, but your FSO-IS will happily accept your hours in other formats so the time can be reported! We recommend that you record your hours directly in AD2 at every month (or at least quarterly). Please be timely when reporting hours; this is an effort to prevent our IS officers from being inundated.

- Report your hours every month and must be entered into AD2 no later than quarterly. (i.e.: Activity log must be reported no later than 90 calendar days after the activity date).
- Division SO-IS will not approve hours received past 90 days from date of activity and submittal.
- Only "99-A,B,C,D,E" hours may be bundled/cumulative. "Bundle your 99 time" with summary of activity once a month, using the first of the month as the date performed.
- *Mission* Activity hours (non 99) are to be entered individually (not bundled) using the date it was performed.
- If a member cannot enter hours directly into AD2, they may use an email, spreadsheet, or Auxiliary's [7029 PDF form](#) for "99" hours. Use the [7030 PDF form](#) for all other *Mission Activity* hours. Once forms are filled-in, then send them to the FSO-IS for entry to AD2. Regardless of submittal format or form used, Please give all the same detail required for an AD2 actively log: Use the appropriate [Mission Activity code](#), date hours were performed, description of activity. All Aux Forms may be found in the [forms warehouse](#) on cgaux.org.
- Submit all time for the year before 15 DEC. Time occurring DEC-15 -31 DEC must be entered before 31 DEC.
- NEED HELP? AD2 Training is available from your FSO-IS and SO-IS. Online help is found here ["How to Guides"](#)

If You Have Any Questions, Please Contact Your Flotilla IS Staff Officer

FAQ (Source: Auxiliary National IT Group)

Auxdata II Activity Reporting

Q) *How do I submit my hours before I get my AD2 login?*

A) Utilize the existing forms and submit them to your FSO-IS for data entry.

Q) *Who can approve activity logs? If the FSO-IS assigned does not or cannot approve the activity logs, can the SO-IS or DSO-IS approve them, or only the person initially linked to the record?*

A) If the FSO does not have approval permission, it will go to the SO after review by the FSO.

Q) *What happens if a flotilla has no FSO-IS?*

A) The SO-IS will take care of the data entry and approval.

Q) *How do I figure out which mission code to use for my activity?*

A) The activity log in AUXDATA II has a link to the mission codes and descriptions. When in doubt, ask your IS officer.

Q) *Is mission start time required?*

A) Members will need to enter the start time and time duration in hours.

Q) *Can I delete activities or edit them if they are submitted incorrectly?*

A) You can recall a Activity Log if it has been submitted but not yet approved. Once it is recalled, you can edit the Activity Log and resubmit it. Only an IS officer with Activity Log approval can delete or edit an approved Activity Log.

Q) *Can you delete an Activity Log once it has been approved?*

A) You can recall an activity log and once recalled, it becomes "open" or draft again, at which point you can delete it. A future update will allow the IS Officers with Activity Log approval to delete an Activity Log after it is approved.

Q) *My IS officer isn't approving my hours. What can I do to get them approved?*

A) If your IS Officer hasn't been able to communicate the reason for the delay, then contact your Flotilla Commander for resolution