

7029H Code Use Matrix

7029H Use Guidance by "99 Code"	
USE 99A	<p>For elected or appointed officer (Except MS) <u>Leadership Time</u> undertaking non-mission specific activities related to programs or area of responsibility such as:</p> <ul style="list-style-type: none"> • Preparation for and attending Flotilla, Division, Sector, 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 • IS Officers should complete 7030 with mission code 92 for data entry <p style="text-align: center;">MS Officers should complete 7030 with mission code 70K for above listed activities</p>
USE 99B	<p>For hours not reported on 7030, 7038 or 7046 related to <u>Recreational Boating Safety Missions</u> such as:</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
USE 99C	<p>For hours not reported on 7030 or 7038 related to <u>Marine Safety & Environmental Protection Missions</u> such as:</p> <ul style="list-style-type: none"> • Preparation for CSV (80), MEP (28), MS (70, 80, 91C through 91G) missions <ul style="list-style-type: none"> ○ EXCEPTIONS: 70N, 70U, 80B, 80D & 80F related time should 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 <ul style="list-style-type: none"> ○ EXCEPTIONS: 70U related time should be reported on a 7030 <p style="text-align: center;">MS Officers Leadership activities at all levels should be reported on a 7030</p>

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7029H Use Guidance by "99 Code" (cont.)	
USE 99D	<p>For hours not reported on 7030 for <u>Member Training (06)</u> or 7039 for Workshops such as:</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 <ul style="list-style-type: none"> ○ EXCEPTIONS: Mission 70U related time should be reported on 7030 • Time spent taking on-line courses and on-line examinations <ul style="list-style-type: none"> ○ EXCEPTIONS: MS Training Ribbon or Trident Device courses should be reported on 7030 as 70U • Time spent Travelling To and From Auxiliary MT Courses • Time spent on MS Training should be filed on a 7030 using mission code 70U • Time spent on PA Training should be filed on a 7030 using mission code 10G
Use 99E	<p><u>General and CG Support (Logistics):</u> For hours not reported on an 7030 form or other Administrative activities not related to an elected or appointed position such as:</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. • Travelling 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 • Preparation for and travel to and from above mentioned committee meetings • Attendance at meetings and conferences (as a General Member) • Preparation for and travel to and from the above mentioned meetings and conferences • Mentoring
MILEAGE and EXPENSES	<ul style="list-style-type: none"> • Mileage: List total miles driven that were not covered by orders for daily or overnight missions • Expenses: Include such items as parking, tolls, lodging and meals <ul style="list-style-type: none"> ○ Do <u>NOT</u> include items covered when under orders such as on authorized overnight or out of area missions ○ Do <u>NOT</u> include vehicle mileage related costs such as Gas, Oil, Wear & Tear & Depreciation in Expenses

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7029H use guidance by "Mission Activity Type" for: <i>Mission Preparation - Travel To & From Mission - Post Mission Paperwork / Reporting</i>	
<i>Mission Activity Type</i>	<i>7029 Code</i>
ATON - Aids To Navigation (30,31,32)	99B
AUXMP - Marine Patrols (01A,01B,02,03,22A,54A,55A)	99B
CGADMN - CG Administrative Support (08)	99E
CGADMN - Data Entry (IS Officers all levels) (92)	See Note 1: Use 7030 Mission 92
CGOPS - CG Operational Support (07,20,21,22,26,54B,55B)	99E
CVS - Commercial Vessel Safety (91C, 80A)	99C
GOVSUP - Government Agency Support (41,42,43)	99E
HS - Health Services (93)	99E
IA - International Affairs (60)	99E
ICE - Ice Operations Mission (53)	99B
LO - Legislative Outreach (65)	99E
MEP - Marine Environmental Protection (28)	99C
MS - Marine Safety (70, 80, 91C through 91G)	99C
MS - Marine Safety (Staff Officers all levels (70K)	See Note 1: Use 7030 Mission 70K
MT - Member Training (06)	99D
OR - Operational Research (85)	99E
RN - Auxiliary Radio Net (29)	99B
SAR - Search And Rescue (23,24)	99B
UMDV - Marine Dealer Visits (11)	99B
UPA - Public Affairs (10)	99B
UPE - Public Education (14)	99B
UREC - Recruiting Assistance (09,90)	99E
VSC - Vessel Safety Check (91A, 91B)	99B

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7029H use guidance for "Other Administrative Activities"		
Administrative Activity	Description	Code
Attending Meetings (elected or appointed officers)	Meeting time, Pre-meeting prep including arranging for speakers, Travel to and from meeting, Post-meeting follow-up	99A
Attending Meetings - MS Officers all Levels (See Note 1)	Meeting time, Pre-meeting prep including arranging for speakers, Travel to and from meeting, Post-meeting follow-up	99C
Attending Meetings non officer	Meeting time, Pre-meeting prep, Travel to and from meeting, post-meeting follow-up	99E
Attending Meetings (committees at any level)	Meeting time, Preparation for meeting, Travel to and from meeting, Post-meeting follow-up	99E
Attending Training (AUXOP, C-school, on-line courses) (except MS and PA)	Classroom time, Travel to and from classes, online time	99D
Study, Homework, Class Preparation - non Instructor Exceptions: MS related reported on 7030 as 70U and PA related reported on 7030 as 10G	Study, Homework, Class preparation	99D
Meeting with prospective members- elected or appointed only	Meetings & communications (phone, email)	99A
Mentoring	Meetings & communications (phone, email)	99E
Attending Conferences (non-instructor) as elected or appointed	Conference time, Preconference arrangements, Travel to and from conference, Post-conference follow-up	99A
Attending Conferences (non-instructor) as member	Conference time, Preconference arrangements, Travel to and from conference, Post-conference follow-up	99E
Administrative activities elected & appointed	Email, Phone calls, records management	99A
Preparation of Reports (elected & appointed)	preparation of monthly and annual reports	99A
FSO, SO, DSO IS data analysis (NOT data entry)	AUXDATA QC, report generation, Forms management	99A
MILEAGE & EXPENSES		
Report: Total Miles traveled for period related to authorized missions, programs & activities and Expenses such as tolls, parking, lodging and other authorized expenses not covered under orders for approved missions & activities. Do NOT include cost of gasoline or vehicle costs related to miles travelled (\$0.00/ Mile)		
NOTES		
Note 1 - MS Officers should report all Leadership time on 7030 using Mission 70K rather than 99A used for other staff officers. IS Officers should report their DATA ENTRY TIME on 7030 using Mission 92.		