

**WEB-7029H CATEGORY EXPLANATIONS**

**ANSC 7029 should be used for Mission Preparation, Travel To and From the Mission, and Post Mission paperwork/ reporting in accordance with the matrix provided below by Mission Activity Type**

<b>Mission Activity Type</b>	<b>7029 Code</b>
ATON - Aids To Navigation (30,31,32)	99B
AUXMP - Marine Patrols	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	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 - (06) Member Training	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

**Other Administrative Activities**

<b>Activity</b>	<b>Description</b>	<b>Code</b>
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 should be reported on ANSC7030 as 70U and PA should be reported on ANSC7030 as mission code 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 and EXPENSES**

Report Total Miles traveled for the period  
Expenses include tolls, parking and lodging for overnight missions. Do NOT include cost of gasoline or vehicle costs related to miles

**NOTES**

Note 1. MS Officers at all levels should report all Leadership time on ANSC 7030 Form using Mission 70K rather than 99A used for other staff officers. All IS Officers performing DATA ENTRY should report their data entry time on ANSC 7030 Form using Mission 92.