# First District Guide for Reporting Navigation Systems Activity to AuxData

While reporting your observations of a PATON or Bridge to the Coast Guard is a top priority of the Navigation Systems' programs, reporting your time and activity to AuxData also is a priority. Recognition for your hard work and for District awards, Navigation Systems activity and time spent supporting the Sector or CG ANT are all derived from your AuxData System statistics.

Some key points to remember in reporting time to AuxData is:

- Section I Type of Resource fields on the ***7030 Report*** (***Boat or Individual***) determines whether a specific 7030 type is used to record crew underway time, or aid discrepancy or verification activity.
- The boat's ***7030 Boat*** is used to report the crew's underway time to AUXdata for an authorized patrol. (Navigation System discrepancy and verification fields cannot be accessed on this version of the 7030 form.)
- A separate ***7030 Individual*** is used to report the Navigation System activity (discrepancy or verification information) to AuxData. The discrepancy and verification fields only appear on the 7030 form when you select Navigation Systems Missions 30, 31 and 32 on a ***7030 Individual***.

## Recording <u>time underway</u> on a patrol.

The patrol's coxswain or vessel owner reports the crew time underway when they submit their patrol mission report via POMS (the Patrol Orders Management System) or via a ***7030 Boat*** report sent directly to their FSO-IS. All crew hours underway are reported to AuxData for a specific time window. This report includes all crew aboard the facility, including AVs who are not boat crew qualified.

When you complete a patrol dedicated to PATON, ATON or Bridge activity, suggest to the coxswain to use Mission Code 03 (Navigation Systems Patrol). However, much Navigation Systems activity is often performed as part of multi-mission patrols.

## Recording Navigation Systems aid <u>activity.</u>

Report Aid or Bridge discrepancies and verifications on a ***7030 Individual***, regardless whether the aid was observed on an ordered patrol or casually observed while on a recreational trip.

The guiding principles are:

1. Every individual Auxiliarist submits their own ***7030 Individual*** report***(s)*** to AuxData for discrepancies and verifications that they report to the Coast Guard. This holds true for aids observed while on patrol as well as when observed when not on patrol. For each discrepancy/verification reported to the Coast Guard, corresponding Navigation Systems activity should be reported to AuxData.
2. Multiple Auxiliarists, working as a team, cannot take credit for the same activity – i.e., no double dipping. The total number of PATONs verified,

Bridges surveyed and ATON discrepancies reported to the Coast Guard must equal the total number of PATONs verified, Bridges surveyed or ATON discrepancies that are reported to AuxData, no matter how many AVs are involved in the observing process.

When the Navigation Systems activity is performed as part of an authorized patrol, your underway time is reported by the coxswain, so only show 15 minutes for each mission type reported on a ***7030 Individual*** report. You may also show any time over and beyond the patrol time (e.g., time to fill out reports). Use a time period outside of the time window used for reporting the patrol to AUXdata.

If the aid activity did not occur on an authorized patrol, take full credit for all your time on your ***7030 Individual*** report***.***

## Mission Codes for Navigation Systems activity.

When reporting discrepancies or verifications to AuxData, the following mission codes should be used on the ***7030 Individual*** report. Selection of these mission code cause the Navigation Systems activity fields to appear on the 7030 report. Submit separate 7030s for each of the three missions below (i.e., don't report multiple missions on the same ***7030 Individual*** report).

**Mission Code 30 –** Use this mission code to record activity related to Federal Aids to Navigation (ATONs).

- Only take credit for activity related to discrepancies observed on Federal Aids that are actually reported to the Coast Guard.
- Federal Aids observed as "Watching Properly" are never reported to the Coast Guard unless the Auxiliarist is specifically requested by the Coast Guard to check these aids. Make note of this special authorization in the comments section of your report. Therefore, there should be very limited "Watching Properly" reports made to AuxData for Federal Aids.

**Mission Code 31 –** Use this mission code to record activity reported to the Coast Guard related to Private Aids to Navigation (PATONs).

- Any Auxiliarist may report PATON discrepancies, however, only AV-Aid Verifier qualified Auxiliarists may perform PATON verifications.
- AV qualified Auxiliarists may report both "Aids Watching Properly" and "Aid Discrepancies" when performing annual PATON verifications.

**Mission Code 32 –** Use this mission code to record activity reported to the Coast Guard about Bridges.

- Every Auxiliarist is encouraged to report all discrepancies that they observe on Bridges to the Coast Guard and to AuxData.
- AVs may also report both "Bridges Watching Properly" and "Bridge Discrepancies" when performing annual bridge surveys.