| DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC 7039 (4-07) | U.S. COAST GUARD AUXILIARY **WORKSHOP MISSION AND ATTENDANCE REPORT** | Division ____ Flotilla ____ WORKSHOP DATE DDMMMYY |

WORKSHOP TIME HHMM

SECTION I - WORKSHOP TYPE *(Check only one)*

01	Instructor	11	Human Resources
02	National Training	12	Public Affairs
03	Operations	13	Communications
04	Civil Rights	14	ATON / AV
05	Vessel Examination	15	8 Hour Team Coordination Training
07	Sexual Harassment Awareness	16	RBS Program Visitor
09	Information Services	17	BCQ Mentoring Workshop
10	Ethnic Diversity	18	1 Hour TCT Refresher

AUXDATA USE ONLY

Start Date Local:
DD HHMI MON YYYY

Hours: _____

Activity: UMS • Mission: 06
Attendees are entered as Trainees

SECTION II - INSTRUCTOR, AIDES & ATTENDEES *(See Instructions on page 2)*

	Div/Flot	Instructor's Last Name and Initials	Member ID
1			

	Div/Flot	Attendee/Aide Last Name and Initials		Div/Flot	Attendee Last Name and Initials
2			20		
3			21		
4			22		
5			23		
6			24		
7			25		
8			26		
9			27		
10			28		
11			29		
12			30		
13			31		
14			32		
15			33		
16			34		
17			35		
18			36		
19			37		

REMARKS

Date submitted _____

_____
Submitting Member Name *(print)*

Workshop Length (hours) _____

Previous edition is obsolete and may not be used

A. GENERAL

1. This form is to be used to report all required National Workshops. The instructor's time and mission is recorded (and that of aides), as well as individual attendance. No ANSC-7030 - *Activity Report - Mission* is needed. If aides are present, list them as the first attendees and in the REMARKS section identify them so that their hours will be recorded as aides. Report any preparation or travel time on ANSC-7029 *Member Activity Log.* Members are not to enter the time spent at the session of that form.
2. **DIVISION-FLOTILLA** - Enter the sponsoring division and flotilla.
3. **WORKSHOP DATE** - Enter the date in DDMMMYY format (October 1, 2002 as 01OCT02).
3. **WORKSHOP TIME** - Enter the time in 24 hour HHMM format (8:30 pm. as 2030)
4. **AUXDATA USE ONLY** box is for IS personnel use **ONLY.** Make NO manual entries in this area. Computer filled in forms will have automatic entries made in this area. That is as intended.

B. SECTION I - WORKSHOP TYPE

1. **WORKSHOP TYPE** - Place a check in the appropriate box next to the workshop given.

C. SECTION II - INSTRUCTOR, AIDES & ATTENDEES

1. **DIV/FLOT** - Enter the instructor's two digit division number and two digit flotilla number.
2. **INSTRUCTOR LAST NAME** - Enter the instructor's last name and initials.
3. **MEMBER ID** - Enter the instructor's seven digit member ID number.
4. **DIV/FLOT** - Enter each aide/attendee's two digit division number and two digit flotilla number. Flotilla 01 in Division 10 is entered as "10/01".
5. **AIDE/ATTENDEE LAST NAME** - Enter each aide/attendee's last name and initials.

D. REMARKS

1. Identify here any attendees who served as aides.
2. Enter any other remarks, up to 240 characters. This can be recorded in AUXDATA.

E. DATE SUBMITTED, SUBMITTING MEMBER NAME, WORKSHOP LENGTH

1. **DATE SUBMITTED** - Enter the date submitted, in DDMMMYY format.
2. **SUBMITTING MEMBER NAME** - Print submitting member's name.
3. **WORKSHOP LENGTH** - Enter the duration of the workshop. Time is entered in whole hours, rounded to the nearest hour.