

Information for the three most often used forms—7030, 7029, 7028

Paperwork—that dreaded, yet needed part of all organizations. Some things you should know.

Check with your IS officer to see if you should use eForms or printed forms.

eForms arrive to your IS officer immediately and allow faster data entry. They are especially effective if you have Adobe Acrobat Professional or another program which allows you to save your form instead of just entering and printing with the free Acrobat Reader.

The 7028 is used for changes in member information. Any change in status, address, phone, or email address needs to be reported as soon as possible so that the line of communication remains open. Note: Auxofficer (<https://auxofficer.cgaux.org/auxoff/index.php>) allows you to change your member information. Login with your member number and password. Your changes are sent to the FSO-IS, SO-IS, and FC electronically.

The 7030 is used for missions. Pull-down selections allow you to enter the mission type. A complete list of missions and instructions follows the form. Do not use this form for transportation to the mission or for preparation time—those items go on a 7029.

The 7029 is the mainstay of hours reporting. This form is used to enter most hours except those on missions. Attendance at flotilla meetings, preparation time, and transportation to and from all activities go on the 7029. It is best to enter the data as soon after the event as possible—it is very easy to omit an entry if you wait a week or so. This form is submitted monthly. You can enter and save the form online. Go to <http://webforms.cgaux.org/forms/7029/>, login, create a new or open an existing file, and fill it out online. Remember to SAVE after each session.

Many Auxiliarists are not overly concerned about getting credit for the many hours they spend on Auxiliary events—they volunteer their time because they enjoy the activities. However, these hours are very important to your flotilla, division, district—and most importantly—to the U.S. Coast Guard.

Many of the awards given at all levels are based on missions accomplished and hours donated. Perhaps more importantly, part of the USCG budget depends on the reported hours of Auxiliarists. The more hours we report, the larger their budget—and therefore—the more funds they have for the fuel and equipment we get from them. The goal of the Auxiliary is to assist the USCG. Filling out these reports is of major financial importance to the USCG. These reports also can indicate where they must exert more effort (ATON reports, for example).

These three forms (reports) should be submitted in a timely manner. Members need a specific number of hours to remain current (instructor, crew, etc.) each year. If the 7030 is delayed or forgotten, that member may lose his accreditation in that field.

Locate all forms at <http://forms.cgaux.org/>.