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Your browser is opening it in its native viewer, which does NOT allow the programmed form features to be used.

Close this window, download (“right” click) a copy to your computer and open with Reader.

If you are using Reader or Acrobat, check Edit>Preferences>General and enable Javascript.

The form is programmed to skip this page if Javascript is working.



DEPARTMENT OF
HOMELAND SECURITY
U.S. COAST GUARD
9CR-7007 (12-20)

**U.S. COAST GUARD AUXILIARY
ANNUAL UNIT OFFICERS REPORT**

SECTION I UNIT MEETING DATA

UNIT NUMBER	UNIT NAME (As recorded in AUXDATA)		
UNIT MEETING LOCATION	MEETING DAY	TIME	

SECTION II OFFICERS DATA

MEMBER ID	First Name and Last Name (UPPER and lower case!)	OFFICE	
		FLOTILLA	DIVISION
		FC	DCDR
		VFC	DVCDR
		IPFC	IPDCDR
		FSO-AS	SO-AS
		FSO-CM	SO-CM
		FSO-CS	SO-CS
		FSO-DV	SO-DV
		FSO-EM	SO-EM
		FSO-FN	SO-FN
		FSO-FS	SO-FS
		FSO-HR	SO-HR
		FSO-IS	SO-IS
		FSO-MA	SO-MA
		FSO-MS	SO-MS
		FSO-MT	SO-MT
		FSO-NS	SO-NS
		FSO-OP	SO-OP
		FSO-PA	SO-PA
		FSO-PB	SO-PB
		FSO-PE	SO-PE
		FSO-PV	SO-PV
		FSO-SR	SO-SR
		FSO-VE	SO-VE

SECTION III REMARKS

DATE	SUBMITTER NAME	EMAIL

A. GENERAL

1. This form is used annually to report the election and appointment of unit officers. The Division Commander completes and submits this form using the SUBMIT button. This should be done as soon as possible after the annual election but it must be submitted prior to 15 December.
NOTE: All office positions need not be filled in order to submit this form- and only Flotilla Commander and Vice Flotilla Commander for flotillas.
2. The information entered on this form is used to compile the District Directory of elected and appointed office holders. Failure to submit this form prior to 15 December of each year can result in unit omissions from a District Directory.

B. SECTION I - UNIT MEETING DATA

1. Select either Division or Flotilla in Section I.
2. **UNIT NUMBER** - Enter the Unit Identification Number. Example: In the 9CR District, Flotilla 16-01 is entered as 0911601 and Division 16 in 9CR is entered as 09116. The first three positions of the number are the district or region, the next two positions are for the division number, the next two positions are for the flotilla number.
3. **UNIT NAME** - Enter the unit name AS IT APPEARS IN AUXDATA.
4. **UNIT MEETING LOCATION** - Enter the location where the unit meeting is held. If the name of the location is too long, abbreviate clearly. This entry is very important.
5. **MEETING DAY** - Enter the day of the month when the meeting takes place. Example: Third Tuesday of the month is entered as 3rd TUES.
6. **TIME** - Enter the time the meeting will begin, using 24-hour military time. Example: 8:00 P.M. is entered as 2000. NOTE: It is important for the Unit Meeting Data to be filled out completely and accurately. The Director uses this information to schedule their visits to the units and to put prospective members in contact with the individual units.

C. SECTION II - ELECTED AND APPOINTED OFFICE HOLDER DATA

1. The office codes are preprinted on the form, beginning with the highest elected office and proceeding through the appointed offices. An office code is listed below.
NOTE; If the Flotilla Commander or the Division Commander is serving in the second year in office, the member is not designated as Immediate Past (IP) Flotilla Commander or Division Commander.
2. Enter the member's seven digit member ID, their first and last names as they would like it to appear in the directory in the spaces provided.

D. SECTION III - REMARKS

4. **REMARKS** - Any remarks concerning either the unit meeting or elected / appointed officer's data section should be entered here.
5. **DATE OF SUBMISSION** - Enter the date the form is submitted.
6. **SUBMITTER NAME**- Enter the member 's name submitting this report..

OFFICER CODES

ELECTED

Flotilla Commander (FC)	Division Commander (DCDR)
Flotilla Vice Commander (VFC)	Division Vice Commander (DVCDR)
Immediate Past Flotilla Commander (IPFC)	Immediate Past Division Commander (IPDCDR)

APPOINTED

	FLOTILLA	DIVISION		FLOTILLA	DIVISION
AuxScout Officer (AS)	FSO-AS	SO-AS	Marine Safety Officer (MS)	FSO-MS	SO-MS
Communications Officer (CM)	FSO-CM	SO-CM	Membership Training Officer (MT)	FSO-MT	SO-MT
Communications Services (CS)	FSO-CS	SO-CS	Navigation Services (NS)	FSO-NS	SO-NS
Diversity Officer (DV)	FSO-DV	SO-DV	Operations Officer (OP)	FSO-OP	SO-OP
Emergency Management Officer (EM)	FSO-EM	SO-EM	Public Affairs Officer (PA)	FSO-PA	SO-PA
Finance Officer (FN)	FSO-FN	SO-FN	Publications Officer (PB)	FSO-PB	SO-PB
Food Services Officer (FS)	FSO-FS	SO-FS	Public Education Officer (PE)	FSO-PE	SO-PE
Human Services Officer (HS)	FSO-HS	SO-HS	Program Visitor Officer (PV)	FSO-PV	SO-PV
Information Services Officer (IS)	FSO-IS	SO-IS	Secretary / Records Officer (SR)	FSO-SR	SO-SR
Materials Officer (MA)	FSO-MA	SO-MA	Vessel Examination Officer (VE)	FSO-VE	SO-VE