

MISSION CODE 99 CATEGORY GUIDE

Mission Codes 99 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 (Use 7029 web form to keep track of your monthly time).

Mission Program Areas (Mission Codes)	99 Mission Code
AUXMP - Marine Patrols (01,02,22A,54A, 54B,55A)	99B
CA- Culinary Affairs (96)	99E
CS- Clergy Support (97)	99E
CV – Commercial Vessel Outreach & Exams (80,91C-E)	99C
CGADMN - Cg Administrative Support (08, 92, 94)	99E
CGOPS - Cg Operational Support (07,22,26)	99E
GOVSUP - Government Agency Support (41,42,43)	99E
HS - Health Services (93)	99E
IA - International Affairs (60)	99E
ICE - Ice Operations Mission (53)	99B
LE- Legal (94)	99A
LO - Legislative Outreach (65)	99E
EM- Emergency Management (28)	99C
MS/ MEP - Marine Safety & Environmental Protection (28G,70,80)	99C
MS - Marine Safety (Staff Officers all levels 70K)	See Note 1: Use Mission 70K
MT - Member Training (06)	99D
NS- Navigation Systems(03,30,31,32)	99B
RN - Auxiliary Radio Operations (20)	99B
SAR - Search and Rescue (23,24)	99B
UMDV - RBS Program Visits (11) (Marine Dealer Visits)	99B
UPA - Public Affairs (including Musicians)(10)	99B
UPE - Public Education (14)	99B
UREC - Recruiting Assistance (09,90)	99E
VSC - Vessel Safety Check (91A, 91B, 91H)	99B

Other Administrative Activities

Activity	Description	Code
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	70K
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, Online courses) (Except MS (70U) and PA (10G))	Classroom time, Travel to and from classes, Online time	99D
Study, Homework, Class Preparation – Non-Instructor (Exceptions: MS should be reported as 70U and PA should be reported as mission code 10G)	Study, Homework, Class preparation	99D
Meeting with prospective members (elected or appointed only)	See mission code 90C – Prep and Travel to and from meeting	99A
Mentoring	Meetings & communications (phone, email)	99D
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 (Except MS – 70K)	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 (See Note 2)	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 as Mission Code 70K rather than 99A used for other staff officers.

Note 2. All IS Officers performing DATA ENTRY should report their data entry time as Mission Code 92.