Auxdata 7007 Entry Instructions
For 2022

All IS Officers,

If you are **not** going to be the IS officer for your Unit next year, please forward this procedure to the incoming IS officer and cc the DSO-IS.

The 7007's (Annual Unit Officers Report) for 2022. should **not** be entered before 01 January 2022. Please try to have them entered into Auxdata by 14 January 2022. Once the 7007 is entered please email a copy to the DIRAUX office at diraux@uscg.mil

The Flotilla 7007's should be entered by the FSO-IS officer. If a Flotilla does not have an FSO-IS officer the 7007 should be entered by the SO-IS officer.

The Division 7007's should be entered by the SO-IS officer. The DSO-IS will make entries if needed.

Important 7007 Auxdata II entry notes

1. If a member holding an office in 2021 is the same for 2022 no entry is necessary.

2. You do not need to remove an existing office holder when there is a change. When the office is added the outgoing officer will automatically have an "Officer End Date" of 12/31/21 and the Active Status will be changed to "Inactive".

3. When entering an office that has changed, enter 01/01/2022 for the Officer Start date. **Do NOT** enter the Officer End Date.

4. Auxdata II now has a validation regarding elected officers serving as Finance or Materials Officers. If your FN or MA officer has been elected to a leadership position you must remove them from that staff position before entering the elected position. Please follow your Chain of Leadership if you have any questions or concerns regarding this policy.

   How to enter the 7007 into Auxdata

   1. On the home screen Click on "Units".
   2. To locate your unit type in your Unit number (no dashes) in the top Search box and press enter.
   3. Click on your "Unit Name" located in the "Units" Section located at the top.
   4. Click "Member Officers (6+)" located on the right side of the screen.
   5. Click the "Filter" Icon located on the right side of the screen.
   6. Scroll down and Check "Active" in "Active Status".
   7. Click the "Apply" button.
   8. Click on the "X" to close the "Quick Filters.
   9. A list of your current officers will be displayed.
   10. Click the "New" button located on the far right.

11. Your Unit Name should be filled in.

12. If the office you are entering is "Vacant" go to Step #17

13. In the "Member" box type in the members ID number and click on the Search icon that shows the "Member ID in Members"

14. Click on the Members name.

15. The members named should be displayed in the Member box.

16. Go to Step #20

17. In the "Member box type "Vacant".

18. Click on "OFFICE VACANT".

19. "OFFICE VACANT" should be displayed in the Member Box.

20. Active Status should display "Active". Do not change the Status.

21. In the Unit Level drop down, select (Flotilla or Division) depending on the unit you are entering.

22. Select the Position.

23. Scroll down and enter the "Officer Start Date" as 01/01/2022.

24. **Do Not** enter the "Officer End Date".

25. Click on the "Save & New" button.

26. Repeat Steps #10 thru #25 until done.

27. When done Click the "Cancel" button.

Please contact me if you have any questions or need additional information.

Very Respectfully,
John Stuhr
DSO-IS
District 13
Coast Guard Auxiliary