




ANSC FORM 7038 PREPARATION AND SUBMISSION

The following information is provided to assist individual FSO-VEs and VEs in effective preparation of ANSC Form 7038; the document universally used to report VSC activity. **Without submission of this form after completion of VSCs the individual VE will not be credited for his/her activities; no 7038 submitted to the recording IS means no individual VSC credit, and the VSCs never happened!**

ANSC Form 7038 is accessed from the USCG Auxiliary web site (www.cgaux.org/). From the Forms Warehouse page select either PDF Forms or E-Forms on the left side selection ladder.

- If PDF Forms is selected, scroll down to the 7038 - Recreational Vessel Examination Activity Report, and click on the  symbol on the far right.
- If E-Forms is selected, go to the 7038 - Activity Report - Recreational Vessel Examinations line and click on the  symbol on the far right.
- After clicking on the  symbol a blank, interactive ANSC Form 7038 will open.

Use one of the ANSC Form 7038s:

- The form opened using PDF Forms may be:
 - Filled in on the computer and printed as a hard copy for submission to the Flotilla's recording IS (usually the Flotilla's FSO-IS but may be the Division's SO-IS).
 - Printed as a blank form, legibly filled in by hand, and submitted to the Flotilla's recording IS.
 - Submission may be electronically (scan the completed report, and email the .pdf file), by US mail, or by hand delivery of the hard copy; submit to the Flotilla's recording IS.
- The form opened using E-Forms is designed to be filled in on the computer and then submitted electronically to the Flotilla's recording IS.
 - Enter the submitting VE's email address and the recording IS's email address in the spaces provided at the bottom of the form and click on submit.
 - Additional email addresses may be entered after the recording IS's email address; separate email addresses by a comma and a space. Each entered email address will receive an electronic copy of the submitted 7038.
 - Entering the submitting VE's email address, in addition to the recording IS's email address, will provide the submitter proof that the electronic file was successfully transmitted.

The PDF Form's 7038 version also has detailed fill-in instructions attached. Submitting VEs are encouraged to print these instructions to assist in properly filling out either version of the 7038 forms. Do not submit the instruction page with the filled out PDF version of the 7038 form.

When filling out either ANSC 7038 Form, the submitting VE must follow the instructions discussed immediately above. In addition, the following procedures are mandatory:

- When more than one VE is listed in Section I, be sure and check the %Trainee+ block to the right. (Two or more qualified VEs may not receive credit for the same VSCs; either for the number of VSCs reported or the associated hours. Exception . a qualified VE may be marked as a Trainee on line 2 of Section I and will receive credit for Trainee VSCs and the associated hours.)
- If VSCs for multiple types of vessels (e.g., non-paddle craft and paddle craft) are reported on the same ANSC Form 7038, hours must be entered for the VSCs associated with each type of vessel. (Hours entered must be whole hours . fractions of hours are not accepted in AUXDATA. On occasion this requirement may skew the amount of time reported on a specific ANSC Form 7038 line. This can be helped; be as accurate as possible within these time entry rules.)
- If there is a Trainee entered in Section I, one of the following two statements **MUST** be included in Section III . REMARKS:
 - If the Trainee is a prospective-VE (i.e., not an REYR VE seeking re-certification) . %Auxiliarist (name) participated in (enter the number) mentored VSCs towards gaining qualification as a Vessel Examiner.+
 - If the Trainee is an REYR VE . %Auxiliarist (name) participated in (enter the number) mentored VSCs towards gaining re-certification of his/her VE qualification.+

Additionally, the following %Best Practices+are recommended:

- In Section III . Remarks, enter the general location of the accomplished VSCs, and the identification of the Registered or Documented vessels examined; e.g., Dana Point Harbor and the CF numbers and/or Documentation numbers of the vessels examined.
- When VSCs are accomplished on paddle craft (not required to be Registered), in Section III . Remarks enter the number of each type of paddle craft examined; e.g., 3 SUPs and 2 kayaks simultaneously indicating how many passed and how many failed their VSC.
- Timely submission of ANSC Form 7038 is encouraged. Entering the date of the VSC accomplishment in the Date submitted block is strongly recommended

Holding up submission of ANSC Form 7038 to enable recording of VSCs accomplished over a period of time is NOT recommended. Experience shows that confusion is highly likely when that procedure is followed; numbers of VSCs accomplished and examination hours become dim memories, VSCs go unreported into AUXDATA, yet the VE is sure he/she did five or more, etc.