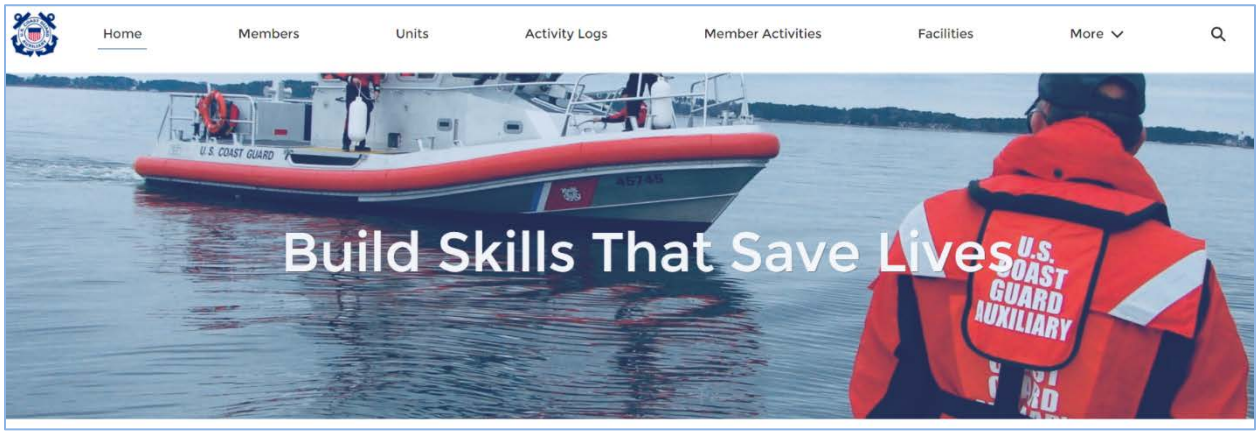
How to Complete a Patrol Order Claim and Patrol Activity Logs in AUXDATA II



Welcome to AUXDATA II. This system allows you to file your Patrol Order claim and complete your Patrol Activity Logs after you have finished your patrol.

This document will walk you, as the facility owner or operator, through the process of completing and submitting your Patrol Order claim for reimbursement as well as completing the Activity Logs for your Patrol.

Getting Started:

Before completing a Patrol Order claim and activity logs, you must have requested and received approval of a Patrol Order. For instructions on requesting Patrol Orders, please see the guide entitled "How to Request Patrol Orders in AUXDATA II".

<u>Mission Codes</u>

There are a number of mission codes that can be used for patrols and these codes will vary depending on the type of facility that is being used: Aircraft, Boat or Radio. In the following paragraphs, we will review each mission code and which facilities are authorized to use them. This will be indicated by the following letters: Aircraft = A, Boat = B and Radio = R. It is important that you become familiar with the codes you will be using; you do not need to memorize all of them. For instance, if your patrol area does not have navigational aids, you do not need to know the mission code for an ATON (Aids to Navigation) patrol.

- **01A - Maritime Observation Mission (MOM)** (A,B,R)– *Time spent on a mission conducted under Coast Guard orders with an Auxiliary Operational Facility and a qualified Auxiliary Coxswain/Pilot/Crew/Communicator with any required crew, recording information about ships, facilities, and critical infrastructure as directed by*

cognizant Coast Guard Authority; identifying hazards or potential hazards in ports or waterways; reporting port, waterway, or coastal activity/incidents that affects the safety of the area or jeopardizes the critical infrastructure.

- In general, this is the mission code we use when we are on patrol and observing our surroundings. This is the most common type of patrol.

- **01B – Trailering** (B) – *Time spent trailering a boat resource to a launch ramp for any authorized patrol.*
  - Trailering time is used <u>only</u> when the vessel facility is being towed to the patrol area, under orders.
  - Only the members that are in the tow vehicle during trailering should be included in this mission. If only the coxswain was towing the vessel, and the crew traveled in their own vehicle(s), only the coxswain will be listed under the 01B. The crew would report their travel time as 99B.
  - If the facility is kept in a marina at the patrol area, this code is <u>not used</u> to record travel time, use 99B instead.
- **01C: Auxiliary Paddle Craft (AUXPAD) Operations** (B) - *Use this code for time spent on a mission under Coast Guard orders, with an authorized AUXPAD facility and qualified AUXPAD operator, conducting AUXPAD afloat recreational boating safety (RBS) outreach activities. If other authorized activities (SAR, aids to navigation verifications, marine event patrols) are undertaken in addition to RBS outreach, use the appropriate codes for those missions and account for time spent on those missions in the itinerary section of the patrol orders. <u>Used only for kayaks per the AUXPAD instruction</u>.*
  - If you are transporting the kayak, travel to and from launch site is 01B. If not transporting a facility, the travel time is 99B.
- **01D: Operational Standby** (A,B,R) - *Use this code for time spent available under Coast Guard orders with an Auxiliary operational facility (vessel, aircraft or radio) and qualified crew who are operationally ready for duty (B-0 status) but not currently underway, airborne, or in operation. <u>The facility must be ready for operations with qualified crew in the immediate vicinity of the facility and in prescribed uniform, ready to proceed without delay.</u> As per Coast Guard Operations Policy, all Air and Boat missions must begin and end with mission code 01D in order to conduct the pre-underway briefing and post-underway debriefings*. Examples:
  - Prior to getting underway, as the crew is preparing for a mission.
  - When moored for meals, breaks, or other logistics stops.
  - When not in physical control of a radio facility.
  - Standing by at an airport or dock for pickup of passengers or equipment.
  - Debriefing and cleaning up a facility after an underway mission.

  - As noted above, this code is only to be used when the facility is ready for operations with a qualified crew in the immediate vicinity. This means that if a coxswain tows the facility to the launch point, but must wait for the crew, this code cannot be used to record the waiting period…the wait time would be mission code 99B.
- **02 – Regatta/Safety Zone Support** (A,B,R) – *Time spent on a patrol under Coast Guard orders for an organized regatta with an Auxiliary Operational Facility and a qualified Coxswain/Pilot/Crew.*
  - Examples of an organized regatta are Fireworks shows, boat races, boat parades, opening day ceremonies, triathlons etc.
- **03 – Navigation Systems Patrol** (A,B,R) – *Time spent on a navigation systems mission, that is, a mission for the purpose of observing discrepancies on aids to navigation and bridges, checking federal aids, verifying private aids, surveying bridges, and confirming the accuracy and completeness of information published on charts and related navigational publications. Conducted under Coast Guard orders with an Auxiliary Operational Facility and a currently certified Aid Verifier and qualified Auxiliary Coxswain/Pilot and Crew.*
  - This mission is conducted only at the request of the Coast Guard Aids to Navigation Team (ANT Team).
  - This code can be used for all or part of the patrol. For instance, you could begin your patrol with a Maritime Observation Mission (01A) while transiting to and from the area you have been requested to verify the Aids to Navigation (ATONS) and when you are in the area your mission code changes and you use the 03 mission code while conducting the requested ATON verifications.
  - This code is used only to report underway time. See the How To Guide for entering ATON activity time.
- **07D – Coast Guard Operational Support** (R) – *Any Coast Guard support mission not otherwise shown, including but not limited to, Officer of the Day Duties, Logistics Support, and Area Familiarization by a non-facility, Front End Analysis. Use this code to report time spent working at CG ANT Units and DPW. Exception: For MS or MEP Coast Guard Support use code 70C.*
  - This code is to be used <u>only</u> by radio facilities for general Coast Guard and Auxiliary monitoring or logistics support, such as transporting a radio facility trailer.
  - This code can also be used, at the request of the Coast Guard, to "stand up" a communications site in the event of an emergency, such as a hurricane, or for an emergency drill.

- **20B – Radio Watchstander/Net (R) –** *Hours spent as a qualified Watchstander at a Coast Guard or Auxiliary fixed land radio station, when specifically requested by the Coast Guard. Wearing a beeper is not reportable. Multiple Qualified Operators May be authorized with one TCO designated as LEAD and other operators as NON-LEAD. The authorizing officer shall be noted in the Comments (Step 24)*
    - This would be for time spent, under orders, as the radio guard for facilities on patrol.
    - Persons using this code must be a qualified radio watchstander at a CG Unit or a TCO at an Auxiliary Radio facility.
- **22A – Operations Training (Qualifications)** (A, B) – *Hours spent underway on training missions involving surface/air operations, by coxswains, pilots, and crew, who are not IT qualified, which are not otherwise reportable as a Safety Patrol, CG Operational Support or Member Training Mission.*
    - This code is to be used during QE (Qualifications Examiner) check rides.
    - This is the <u>only</u> mission code to be used by PWC Operators (In Training).
    - Also used when assisting the Coast Guard with two boat training and helicopter hoist operations training.
- **22B – Operations Training** - (R) *Hours spent NOT underway on surface/air operations training by coxswains, pilots and crew, who are not IT qualified, which are not otherwise reportable under Member Training. Also for use by Land Mobile Operator or a Unit Mission*.
    - This is a Radio Mission only and is used for TCO qualification sign-off activity at a land-based station.
- **23A – SAR Standby** (A,B,R) - *This code shall be entered **ONLY** when specifically assigned by the Order Issuing Authority (OIA) to assume dedicated SAR standby for an actual or potential SAR mission. <u>The facility must be ready for immediate SAR response, with a qualified crew in the immediate vicinity of the facility and in the prescribed uniform</u>. Situations which may merit assignment to SAR Standby are:*
    - Prolonged searches where active duty crews are likely to exceed fatigue standards
    - SAR coverage in cases where active duty assets are not available.
    - On busy/holiday weekends to assist with a high likelihood of SAR events
    - For any situation deemed appropriate by the OIA.
- **24 – Search and Rescue Prosecution (SAR)** (A, B, R) – *Time spent on a SAR case under Coast Guard orders with an Auxiliary Operational air/vessel/radio facility with a qualified Coxswain/Pilot/Crew/Communicator. Include any SAR Call Out of air/vessels/radio facilities under this mission.*
    - This includes SAR at the direction of the controlling Coast Guard unit.

  - It also includes "come upon" assists with the approval of the Coast Guard unit or other controlling agency i.e., Forest Service, Sheriff's Office.
- **28G – Initial Pollution Response** (A,B,R,U) – *Hours spent assisting or working as an Initial Pollution Response Specialist under orders or at the direction of the USCG.*
- **41 – Federal Support** (A,B,R) – *Hours spent providing operational/non-operational support to other federal agencies, such as Customs or Corps of Engineers, as requested and authorized by the Coast Guard.*
- **42 – State Agency Support** (A,B,R) – *Hours spent providing operational/non-operational support to the state agencies, such as the Department of Natural Resources, State Police and Marine Patrols as requested and authorized by the Coast Guard.*
- **43 – Local Agency Support** (A,B,R) – *Hours spent providing operational/non-operational support or local agencies such as local police, sheriff's offices, fire/rescue and Harbormasters as requested and authorized by the Coast Guard*.
- **53 – Ice Recon** (A) – *Time spent providing air support to the Coast Guard in the area of ice patrol operations.*
  - Ice Recon missions are conducted only by aircraft and at the request of the Coast Guard. This mission is used to:
    - Document the installation of ice booms in the fall.
    - To monitor the presence and movement of ice in the winter.
    - And to document the removal of ice booms and the breakup of ice in navigable waterways, near bridges and hydroelectric installations.

<u>The following missions are to be performed only at the request of the Coast Guard.</u>

- **54A – Logistics Mission** (A, B) – *Hours spent in the logistical transportation of personnel or material via Auxiliary Aircraft or Boat facility. Must be authorized and conducted under Coast Guard orders.*
- **55A – Air/Vessel Intercept** (A,B) – *Auxiliary air/vessel facilities working with the Coast Guard to provide practice in identifying and intercepting targets*.
- **70B – Marine Environmental Protection (MEP) Response/Detection** (A,B,R) – *Time spent working on locating, identifying, and reporting abandoned vessels and barges from the air, water or land; and any activity, water, air or land-based, related to the Aquatic Nuisance Species (ANS) Mitigation program*.
- **70D – Vessel Verification (HARPAT)** (A,B) – *Hours spent in any activity involving the verification of a vessel's location, load line, name, hailing port or other information.*
- **70E – Contingency Planning** (A,B,R) – *Time spent in any activities in support of Sector Incident Management, including response drills and response to actual disasters or other major incidents (excluding pollution responses), including time spent participating in*

exercises related to the National or Area Contingency Plans for mitigating or preventing oil or hazardous substance discharges from vessels and/or onshore facilities.

- **70F – Waterway Management Support** (A,B,R) – *Hours spent in any activity supporting waterways management including ice patrols and support of safety & security zones, etc.*
- **70M – Marine Safety Observation Mission** (A,B,R) – *Hours spent conducting Marine Safety (Prevention) patrols under USCG orders of anchorage areas, oil and hazardous materials transfers, designated waterfront facilities. Liquefied Natural Gas (LNG) Facilities, Liquefied Hazardous Gas (LHG) Facilities, Bulk Liquid Transfer Facilities (BLFT), Mobile Bulk Liquid Facilities. MARPOL Reception Facilities, Passenger Terminals, Commercial Fishing Facilities, Recreational Boating Facilities environmentally sensitive areas, and any activity related to port safety activities, including safety and security zones.*
- **70N – Sea Partners/Environmental** (A,B,R) – *Hours spent in any activity water, air or land-based, related to the ANS Mitigation program, including multi-mission patrols, and any activity pertaining to the protection of marine mammals, marine protected species and fisheries, and habitats on oceans, coastal and/or inland waters which are not specifically included or covered in any other mission/activity.*

Finally, these codes are used to report travel and preparation time associated with a Marine Patrol.

- **99B – Recreational Boating Safety (RBS) Support -** *Report all time spent in RBS support that is not otherwise reported. This includes all time for travel in support of missions.*
    - Use this mission code to capture your prep and travel time for any of the above listed Patrol Missions, except Marine Safety patrols.
- **99C – Marine Safety (MS) Support -** *Report all time spent in MS Support that is not otherwise reported. This includes all time for travel in support of Marine Safety and Marine Environmental Protection.*
    - If you are reporting time under the mission codes in the 70's, your prep and travel time for these missions would be reported here.

SCREEN ICONS

AUXDATA II uses several Icons to help the user.

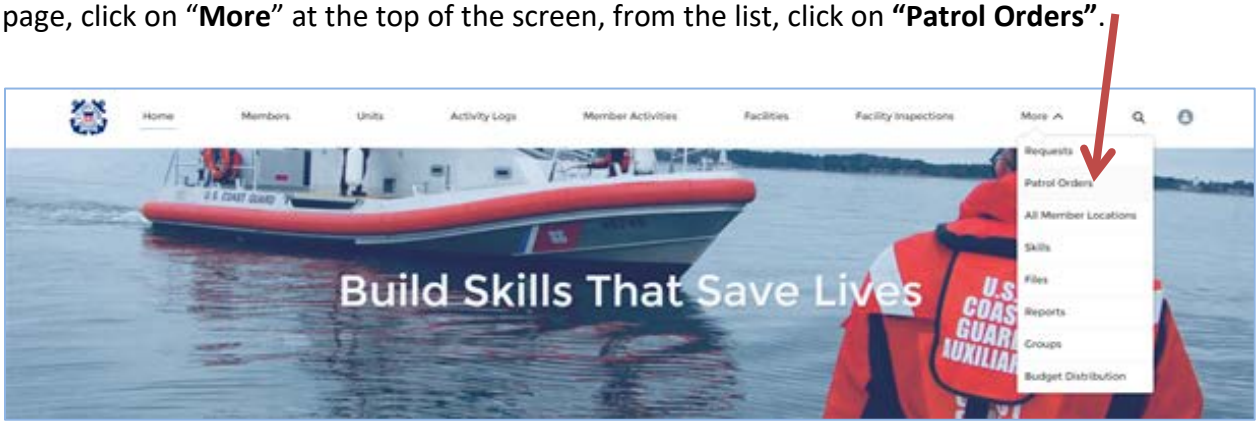
- First and foremost is the Information Icon. Where this Icon appears, help text is provided to assist the user in providing the correct information for the field.
- Also important is the Pencil Icon. The user can edit a field by clicking on the Pencil Icon.
- The Red Asterisk is used to identify fields that must be completed. Failure to complete a required field will result in an error message when the user tries to save or submit the data.
- The calendar icon can be used to select a date.

COMPLETING A PATROL ORDER CLAIM AND PATROL ACTIVITY LOGS

Congratulations, you received approval for your patrol! After you complete your patrol mission, you will use AUXDATA II to submit your expenses and mission time. The overall process involves entering information regarding your patrol into several elements on the Patrol Order.

Begin with the "Home" Page

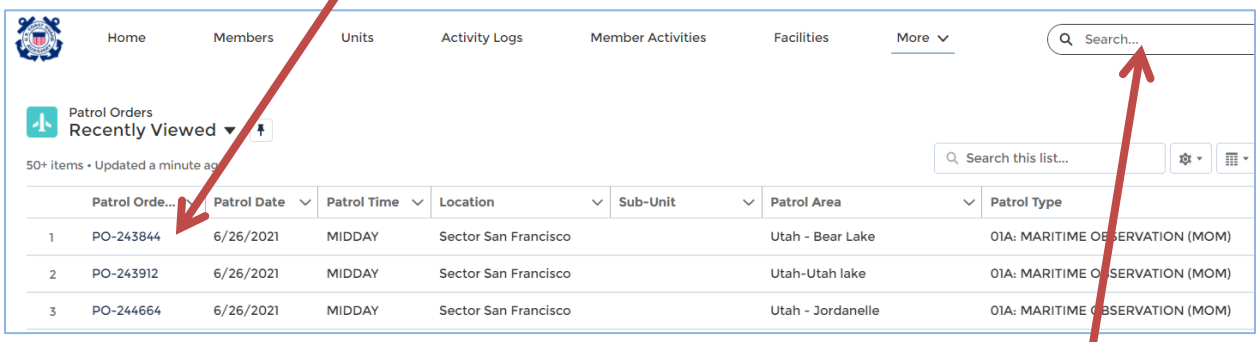
Step 1 - Logging into AUXDATA II will automatically take you to the "Home" page. On this page, click on "**More**" at the top of the screen, from the list, click on **"Patrol Orders"**.



You will be taken to the "Recently Viewed" page for "Patrol Orders". This screen will list the Patrol Orders you have viewed, and it will include the Patrol Orders you have requested. You will also find the Patrol Order number on the email you received when the order was approved. You can type the Patrol Order number into the global search bar.

See the "List Views – How to Create in AUXDATA II" tutorial for information on how to set up a custom list view for your patrols.

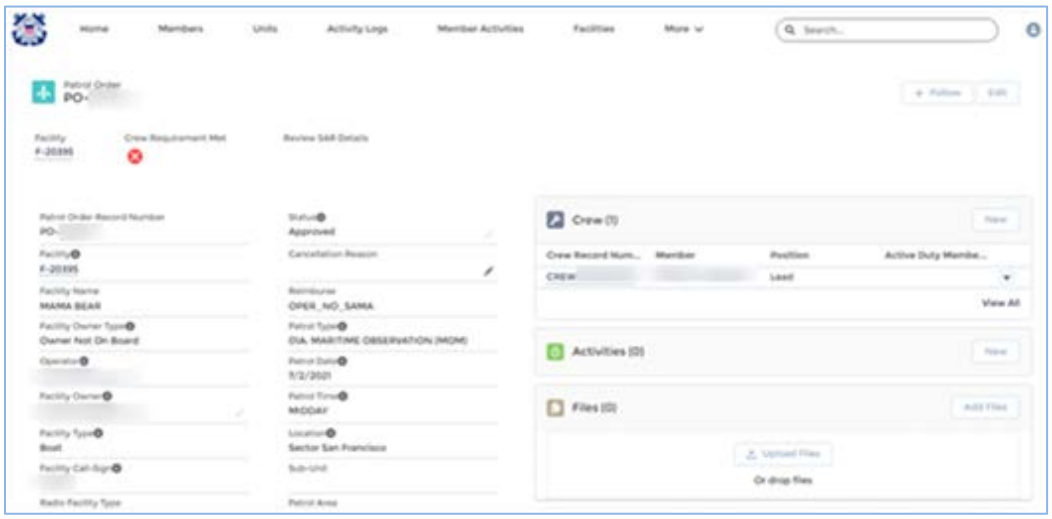
Step 2 - In the list of Patrol Orders, click on the **Patrol Order Record Number (PO-XXXXXX)** to open the Patrol Order.



If you do not see your Patrol Order number, type your Patrol Order number in the Global Search bar and press enter or click the magnifying glass to search. In the search results, click on the Patrol Order Record Number you are searching for.

The Patrol Order screen has several distinct elements:

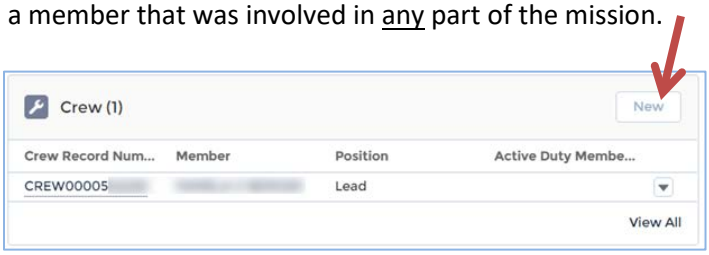
- **The Patrol Claim** – the two columns on the left side of the screen. The top section of these fields includes the information that you entered when you requested the patrol. When complete, this section will include the information regarding your expenses for the patrol as well as the signatures required before being sent to the Finance Center (FINCEN).
- **Crew** – In this area, you will list the members who were involved in the patrol. It will already be populated with the name of the Operator, and the facility owner, if that member was on board and is not also the Operator.
- **Activities** – In this area, you will enter the itinerary for your patrol mission.
- **Files** – This section is where you will upload the required documents, such as receipts.



<u>It is very important that you perform the following steps in the order listed.</u> Information that you provide flows from one element (or step) into the next and entering information out of order will cause errors when completing your claim.

ENTERING CREW INFORMATION

Step 3 - Begin by **Entering and Updating Crew Information**. You will notice in the "Crew" element, that the name of the Operator is already listed. If the Operator is not the owner, and the owner is on board, the owners name will be listed as well. To add additional crew to the mission, click **New.** This would include a member that was involved in <u>any</u> part of the mission.

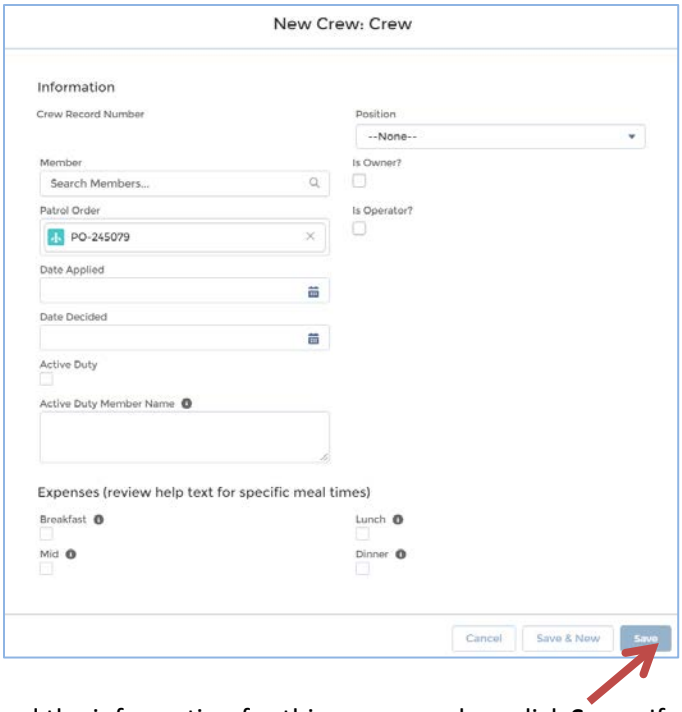


NOTE: **<u>PRIOR TO GETTING UNDERWAY OR AIRBORNE YOU MUST CHECK THE STATUS OF THE COMPETENCY OF YOUR CREW!</u>** Conducting a patrol without certified crew is a violation of policy and may result in the owner/operator not getting reimbursed for the patrol expenses and the crew not receiving credit for the time. It is the responsibility of the facility operator, not the OIA, to ensure the crew is certified on the day of the patrol.

Step 4 - In the "New Crew: Crew" window, enter the required information regarding each crew member.

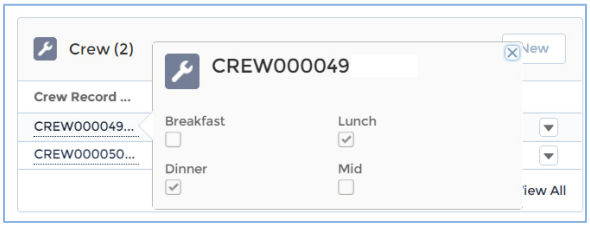
a. **Member:** Enter member number or name of the crew member. If you use the member's name, verify it is the correct member as members may have the same name. Select the member from the search list.
b. **Date Applied/Date Decided:** Leave these fields blank.
c. **Position:** Use the pick list to select the position of the crew member. Lead, Non-Lead or Trainee.
d. **Active Duty:** If you are adding an Active Duty member to your crew, check this box.
e. **Active Duty Member Name:** If you have checked the Active Duty box above, type in the name(s) of the Active Duty member. More than one person can be listed
f. **Is Owner:** If the added crew member is the owner of the facility, check this box.
g. **Is Operator:** If the added crew member is the operator of the facility, check this box.
h. **Expenses:** If the patrol was conducted during the following hours, check the box for the appropriate meal(s):

Breakfast 0600-0800	Lunch 1100-1300
Dinner 1600-1800	Mid 2300-0000



Step 5 - Once you have entered the information for this crew member, click **Save.** If you have additional crew members to add, click "Save & New" and enter the information for each crew member. When the last crew member is added, click "Save". If a QE is on board, they are NOT an official part of the crew. They should be listed in the Crew Section but not be included in the Activity Logs. They will report their own time.

Step 6 - Now click on the **Crew Record Number** for the Owner and/or Operator. These are the names that were pre-populated by AUXDATA II. Open each record and assign the Expenses (meals) to these members. To ensure that you have checked the expenses for each crew member, hover your mouse over the Crew Record Number. A pop-up window will show the expense information for that crew member. Do this for each crew member.



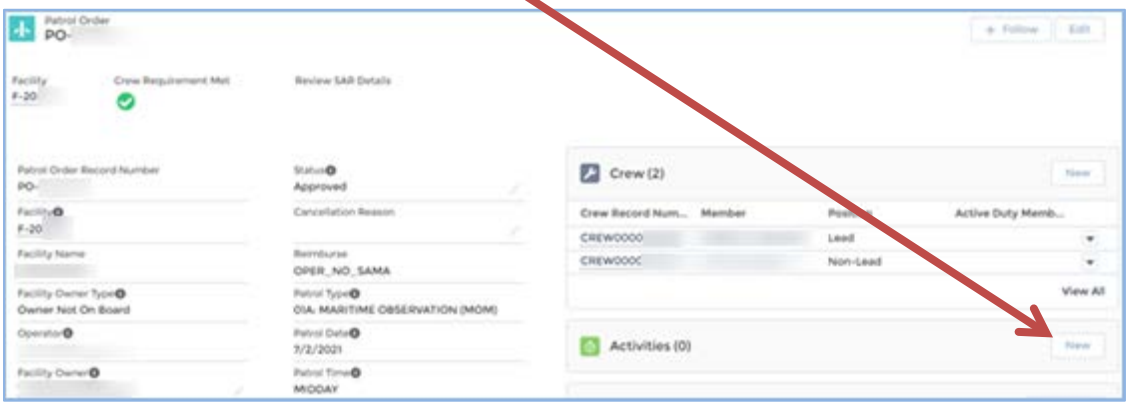
ENTERING ACTIVITIES

Now that you have told AUXDATA II who the crew was, it is time to enter your patrol itinerary by creating Activity Logs for <u>each segment of your mission</u>. For Aircraft and Boat patrols, there will be a minimum of three Activity Logs per patrol mission. The crew information you have entered in the "Crew" section will now flow into the Activities section.

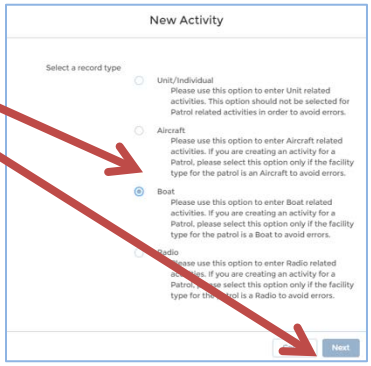
NOTE: A couple of tips before you begin the Activity entry process: 1) have your itinerary on hand; 2) calculate the duration of each segment in decimal hours. <u>Using the Patrol Time Calculator spreadsheet</u>

is very helpful in determining the duration. The spreadsheet can be found in the AUXDATA II How To section.

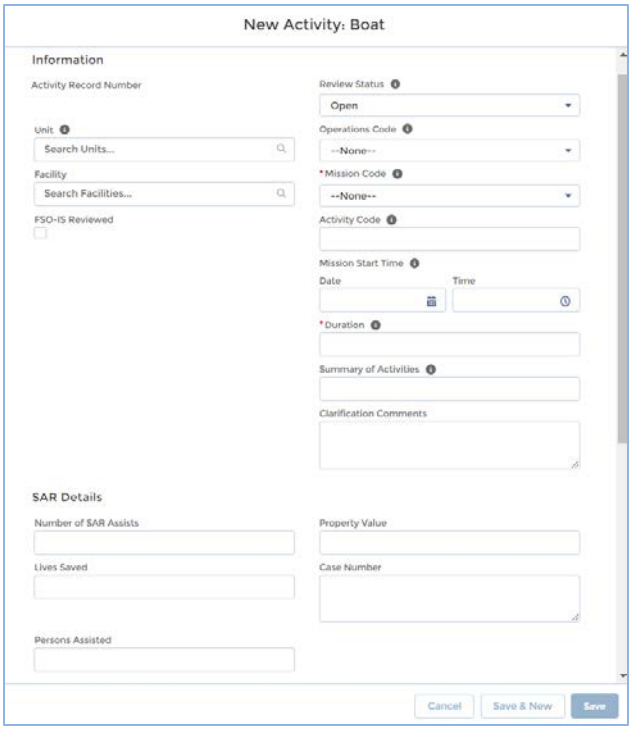
Step 7 - Click **New** in the Activities element.



Step 8 - In the "New Activity" screen, select the correct resource type: **Aircraft, Boat or Radio** and Click **Next.**



Step 9 - In the "New Activity: (Boat, Aircraft or Radio) screen enter the requested information:



a. **Unit:** This field can be left blank. When this screen is saved, it will auto-populate with your flotilla information from the Patrol Order request.
b. **Facility:** This field can also be left blank. It too will be auto-populated when the screen is saved. **NOTE*: If this is an AUXPAD mission (01C), you MUST enter the Facility ID and note leave it to auto populate.***
c. **Review Status:** At this time, leave the status as "Open".
d. **Operations Code:** Review the pick list of Operations Codes. Do any of the codes apply to this segment of your mission? If none of the codes apply, leave this field blank.
e. **Mission Code:** From the pick-list, select the correct mission code for this segment of the Patrol.
   - If the boat was trailered to the mission area, your first Activity Log will be for 01B-Trailering.
   - As per Coast Guard Auxiliary policy, all patrol missions must start and end with 01D Non-SAR Standby time to allow for the pre/post mission briefing and pre underway check.
f. **Activity Code:** Leave this field blank. It will auto-populate when the screen is saved.
g. **Mission Start Time:**
   - Date: Click the calendar icon to select the date of the patrol mission.
   - Time: Click the clock icon to select the start time of <u>this</u> segment of the patrol mission. If your start time is not on the pick-list, type the start time in this field.
h. **Duration:** Enter the duration of this segment of the mission in decimal hours. Hover you mouse over the ⓘ icon to get tips on what to enter for fractions of an hour. This is where using the Patrol Time Calculator spreadsheet can save you time.
i. **Summary of Activities:** Type in your last name followed by a brief description of the activity. This field is helpful to you when you later want to find your activity on a list. It is also important for your IS Officer to have this information when they are reviewing and approving an entry.

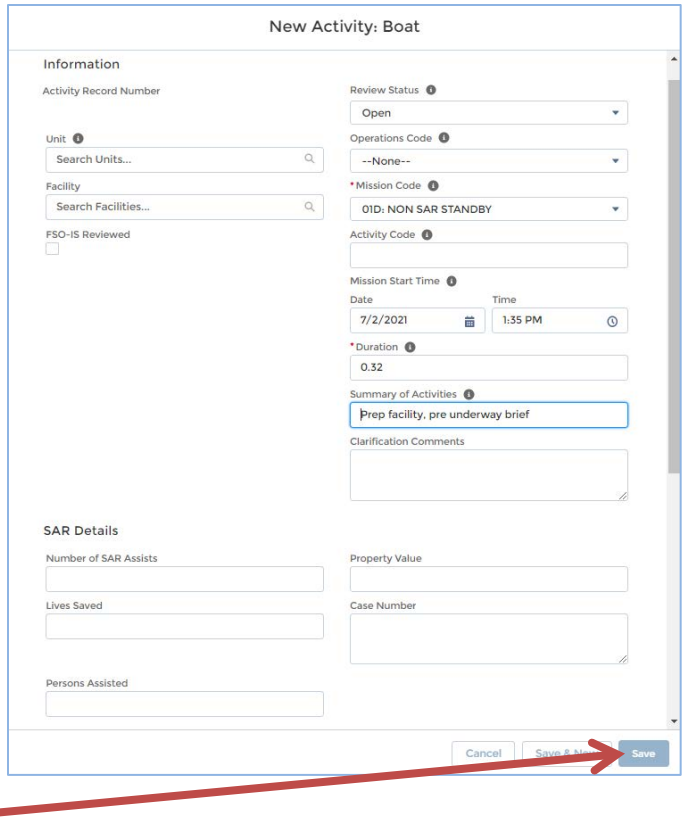
j. **Clarification Comments:** Leave this field blank. It is for use by your IS officer should there be questions regarding the Activity Log.

k. **SAR Details:** Fields in this section of the screen are <u>only to be used if the mission code for the segment being reported is 24-SAR Prosecution</u>. If you conducted a SAR mission during your patrol, only enter the SAR details **once** and only with the mission code 24.

- **Number of SAR Assists** – if reporting a SAR assist, this number will always be 1. If you had multiple assists during the patrol mission, you will be reporting each SAR assist separately, and in each instance the number of SAR Assists will be 1.
- **Property Value** – Enter the value of the property that was assisted (i.e., boat, paddle board, PWC, etc.). If no property was involved, leave this field blank.
- **Lives Saved** – Enter the number of lives saved. Not every SAR assist includes lives saved. Enter information in this field only if it meets the Coast Guard criteria for lives saved, such as a boat fire or a boat sinking and recovering people from the water, hypothermia victims etc.
- **Case Number** – When working with a Coast Guard Sector or Station a case number (MISLE – Marine Information for Safety and Law Enforcement) will be provided to you by the CG unit. If you are not working with a CG unit, such as on inland waters, you may generate your own case number. An example would be your OPFAC number followed by a number that represents which assist this is for the year, e.g. 316-12.

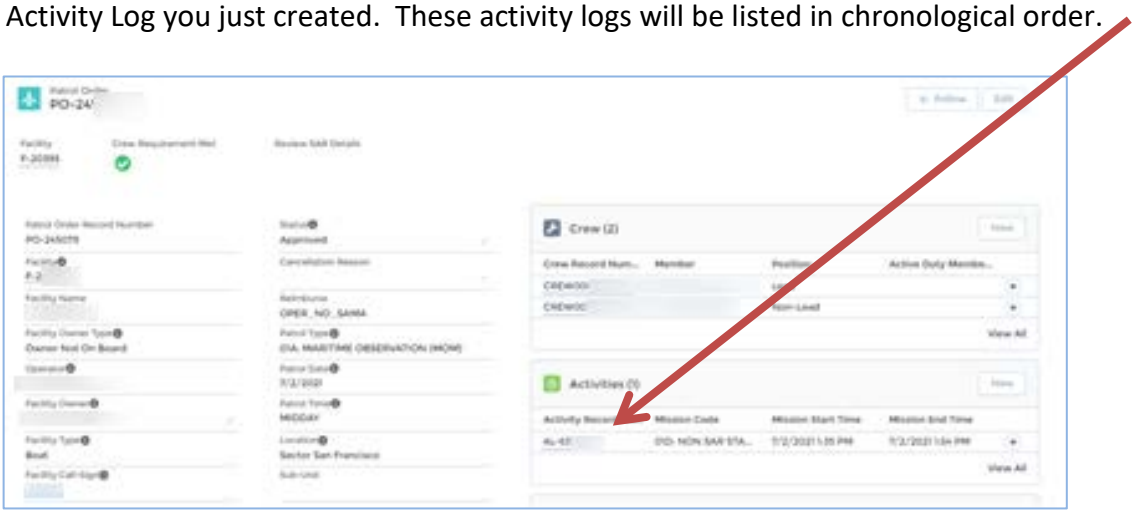
l. **Persons Assisted:** Enter the number of people directly assisted on the SAR assist.

m. **The remaining fields** can be left blank. They will be auto-populated when the screen is saved.



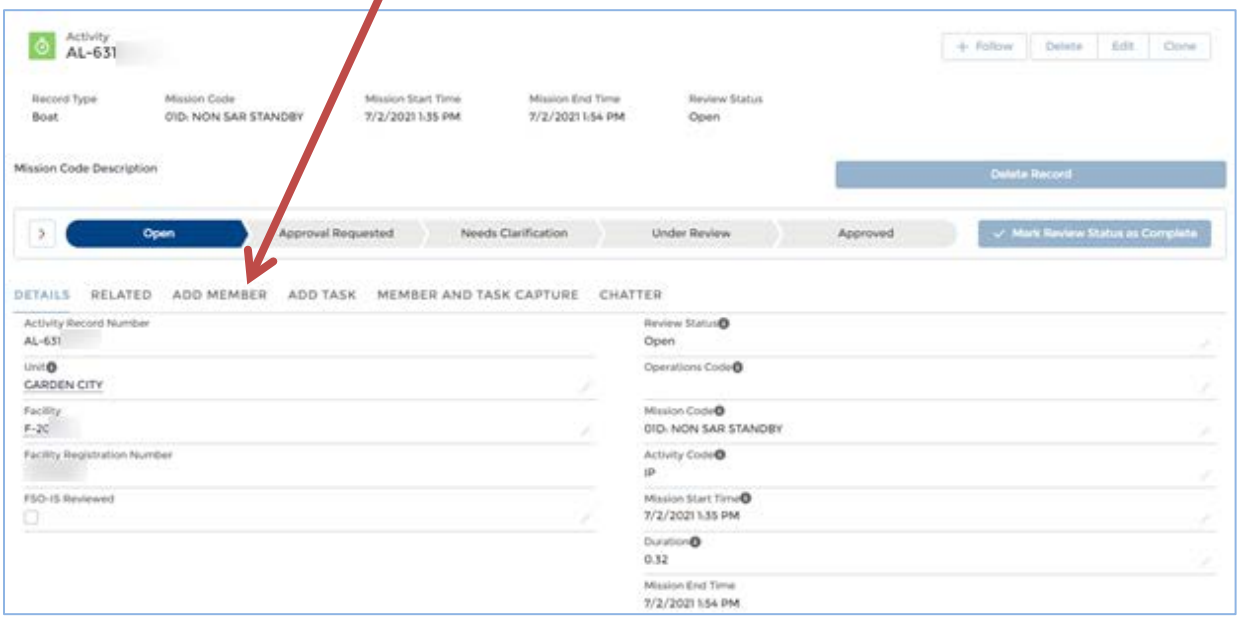
Step 10 - Click **Save.** <u>Do not click Save and New</u>. Clicking save will take you back to the Patrol Order screen.

Step 11 - We now need to verify that the duration of the Activity Log is correct and assign crew to the Activity Log. In the Activities element, click on the **Activity Record Number** for the Activity Log you just created. These activity logs will be listed in chronological order.

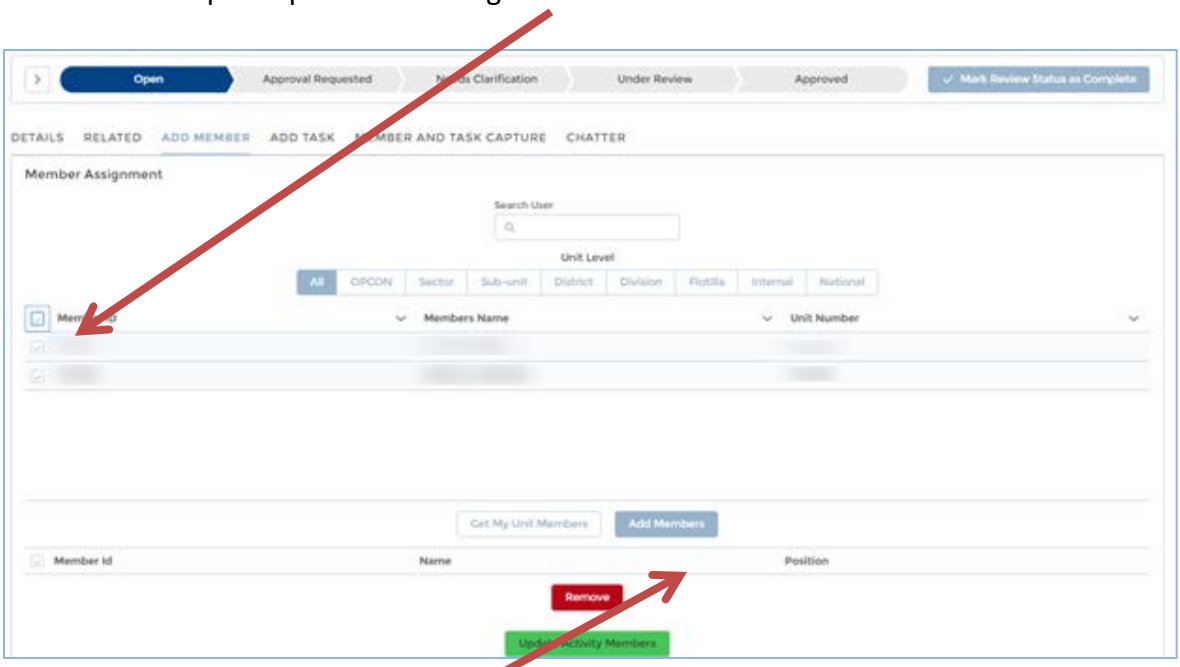


Step 12 - Clicking on the Activity Record Number in Step 11 will open the Activity Log. Review the information on this screen. Pay close attention to the Mission End Time. When you entered the duration of the mission, did the mission end time calculate correctly? If it did not, click on the pencil icon to the right of the "Duration" field, and adjust the duration.

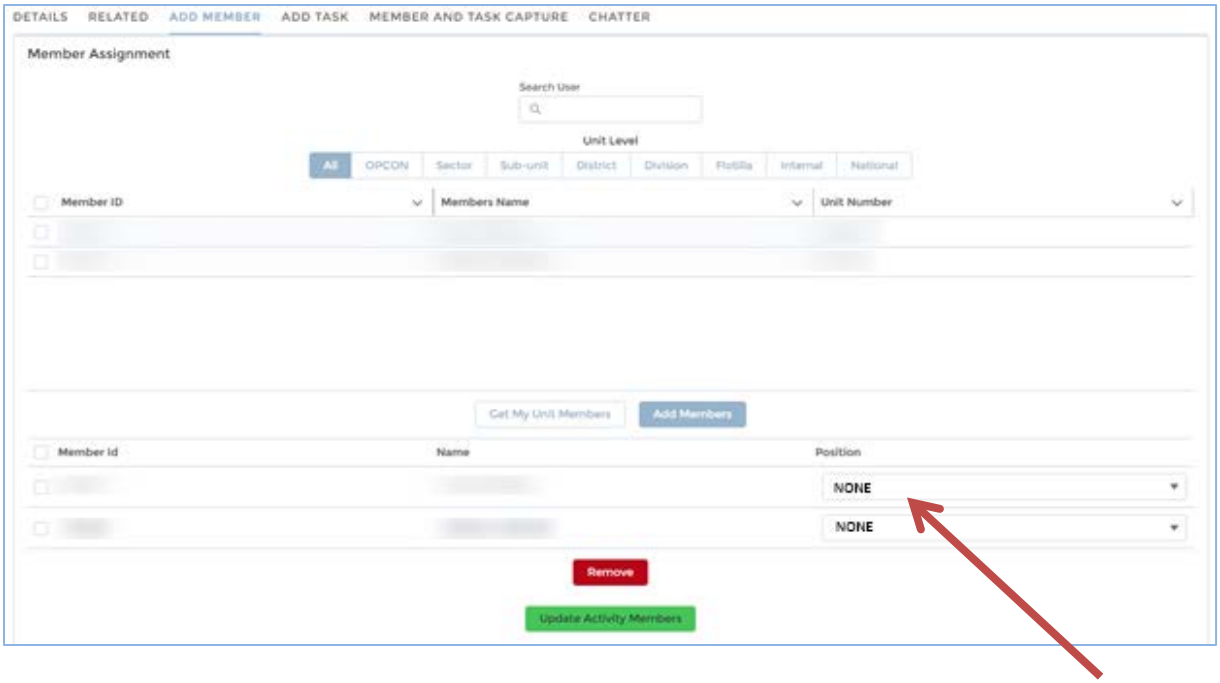
Step 13 - When everything on this screen is correct, it is time to add the crew to the Activity Log. Click **ADD MEMBER.**



Step 14 - In the Member Assignment screen, the names of the crew you added in Steps 3 & 4 are listed in the top section of this screen. Click the box to the left of each of the crew members that participated in this segment of the mission.

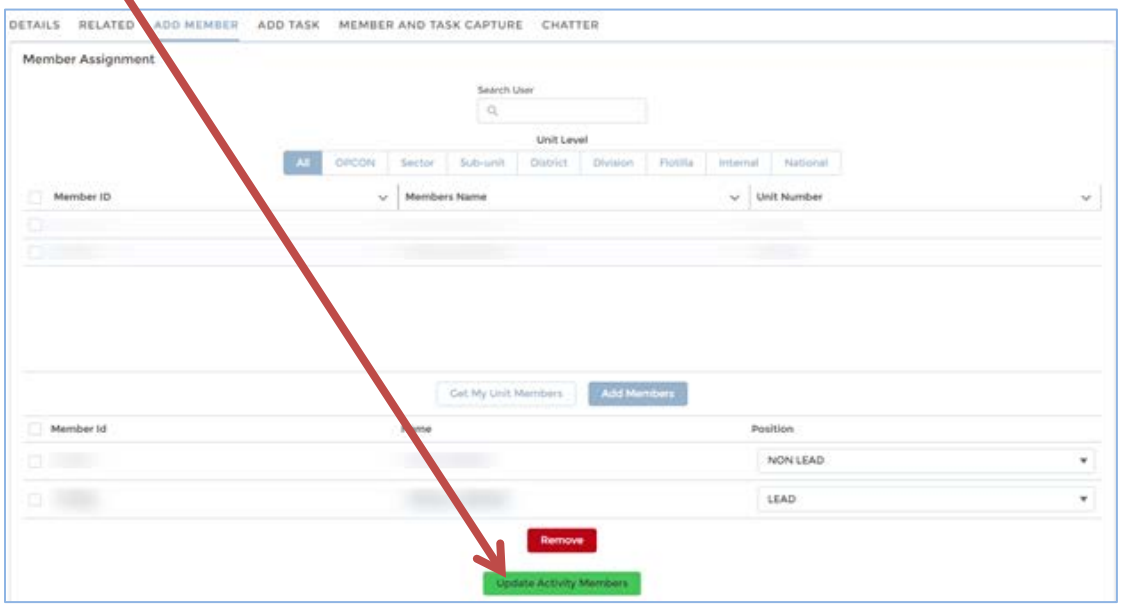


Step 15 - Click the blue **Add Members** button. This will copy the names you selected from the top of the list to the bottom.

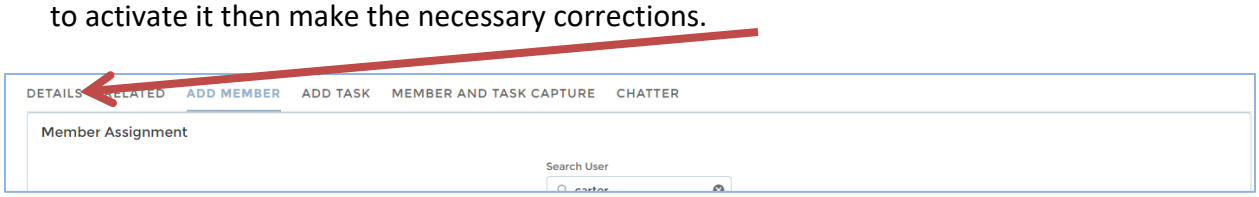


Step 16 - In the **Position** box, use the pick-list to change the position of each person from "None" to Lead, Non-Lead or Trainee.

Step 17 - Once the position has been assigned to each member click the green **Update Activity Members** button. You will see a green banner on the top of the screen indicating "Save was Successful". If there are any errors, you will see a red banner suggesting the nature of the error. If there are errors, correct the errors and click the Update Activity Members button again.



Step 18 - Click **Details** to return to the Details screen. Review the information entered to ensure it is correct. If you need to edit any of the fields, click the pencil icon next to the field to activate it then make the necessary corrections.

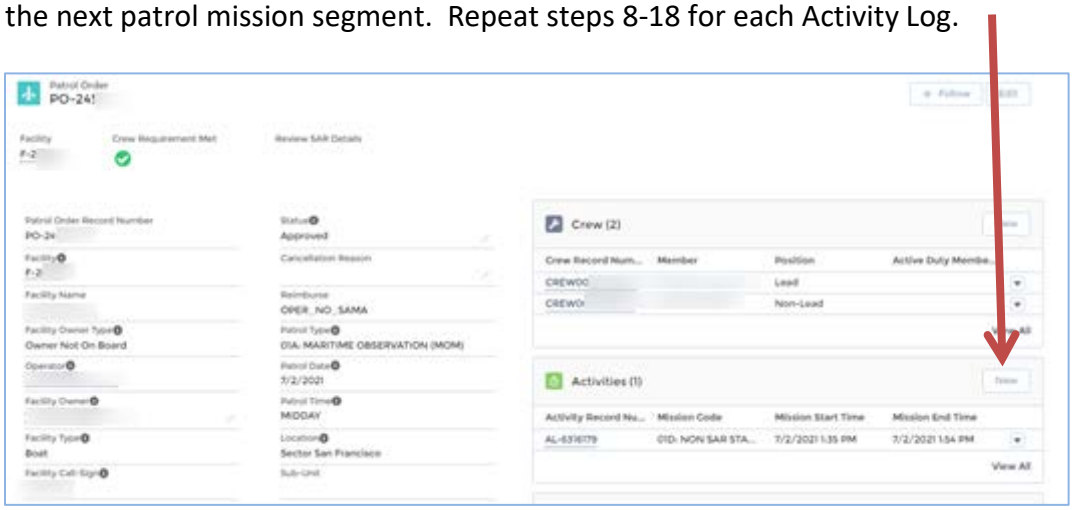


NOTE:
When you have completed creating the Activity Log for each segment of your patrol mission, verify that each Activity Log is correct. Checking for correctness is critical, as once the status of a patrol claim is changed to "Submitted", corrections to the Activity Log date, start time, mission duration or assigned crew cannot be made by the owner, operator or IS officer.

Step 19 - You have now successfully entered the first Activity Log for the patrol mission. As stated earlier, for air and boat missions, there are a minimum of three Activity Logs for each patrol (e.g.: 01D-Non SAR Standby, 01A-MOM and 01D-Non SAR Standby). Next you must enter the remaining activity logs for the patrol mission segments.

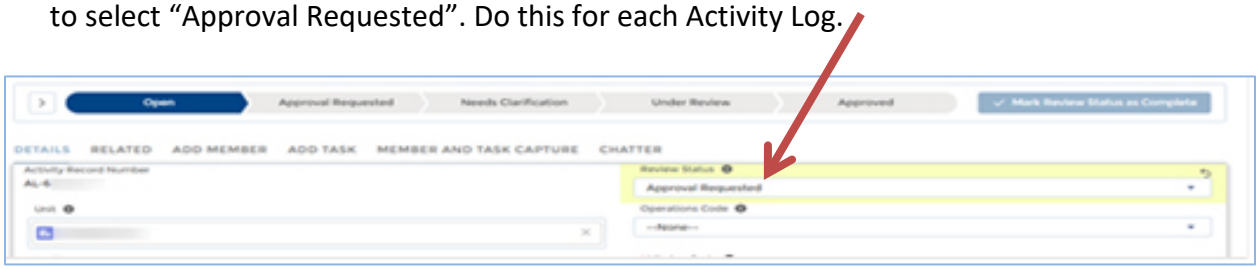
NOTE:
When creating the additional Activity Logs there cannot be any gaps between the end time of one mission segment and the start time of the next segment. For example, if the first Activity Log end time is 1:08 PM, the start time for your next segment must be 1:08 PM. If you leave a gap, even 1 minute, you will receive an error message when you try to complete the Patrol Order claim.

Step 20 - Click the **Back** button on your browser to return to the Patrol Order.
Step 21 - On the Patrol Order screen, click **New** in the Activities section to add the Activity Log for the next patrol mission segment. Repeat steps 8-18 for each Activity Log.



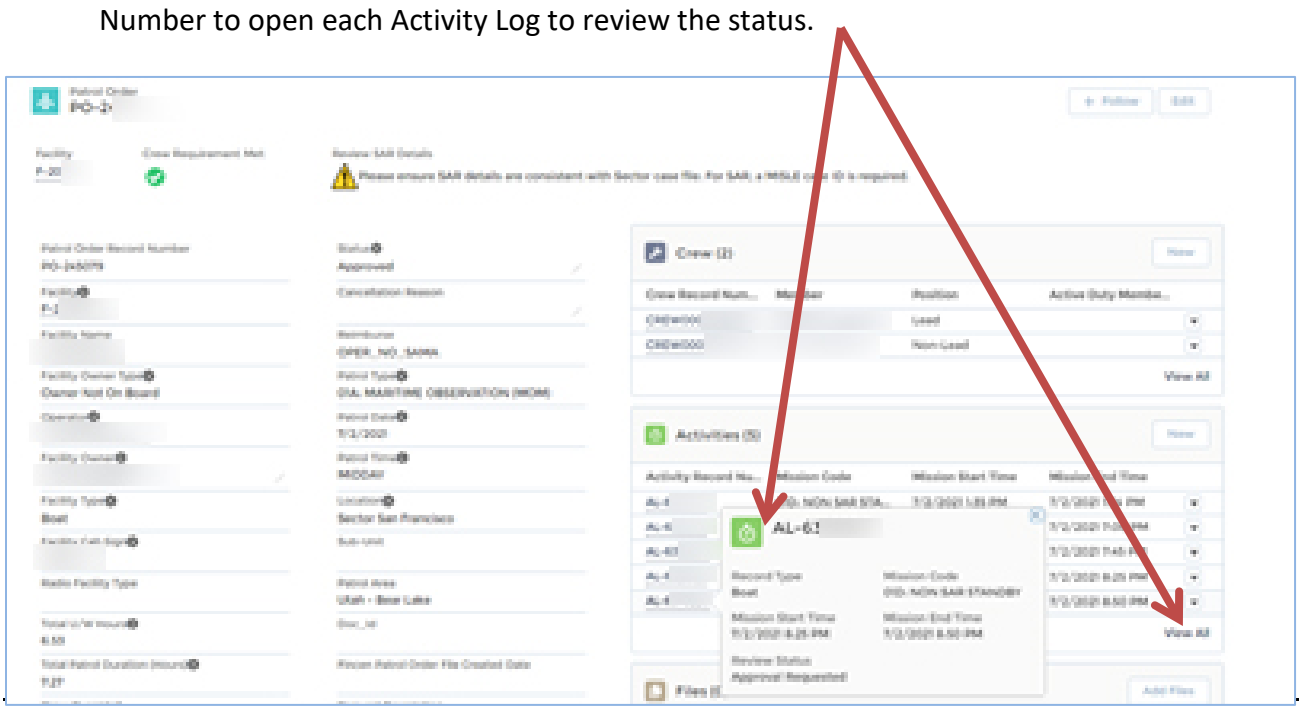
Step 22 - You are now ready to submit the Activity Logs to your IS officer for review and approval. In the Activities element, review the start and end times of each mission segment to ensure there are no time gaps, then open each Activity Log by clicking on the **Activity Record Number.**

Step 23 - Click the pencil icon to the right side of the "Review Status" field and use the pick list to select "Approval Requested". Do this for each Activity Log.



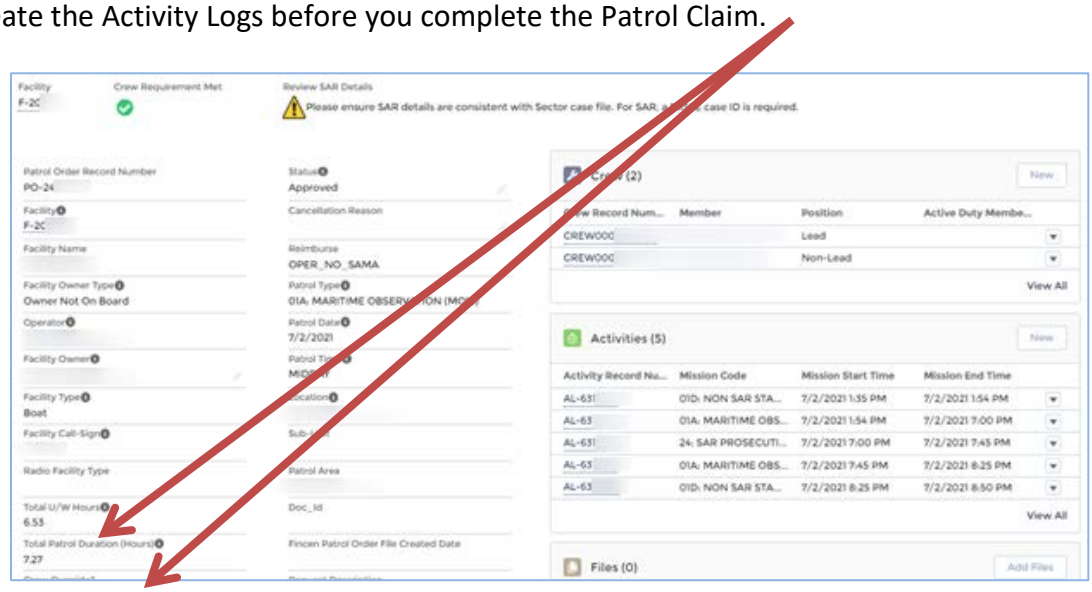
NOTE:

<u>It is very important to ensure that the status of each Activity Log is changed to "Approval Requested".</u> Leaving an Activity Log in "Open" status, will create an error when you attempt to complete the Patrol Claim. To check the status of your Activity Logs, hover your cursor over the Activity Record Number and a small pop-up window will appear with limited information, including the status. The Activities element will show the first six Activity Logs, if you have created more than six for the patrol mission, click **View All** in the lower right of the Activities element to show a list of all the Activity Logs related to this patrol. In this list view, you must click on the Activity Record Number to open each Activity Log to review the status.



COMPLETING THE PATROL CLAIM

Now that you have completed assigning the crew and entering the Activity Logs, it is time to complete the Patrol Claim. From the Activity Log screen, click the back button on your browser to return to the Patrol Order. You will notice that the Total U/W Hours and Total Patrol Duration (hours) fields are already populated. This information has flowed from the Activity Logs you created in the previous steps. These fields are not editable! This is why it is necessary to create the Activity Logs before you complete the Patrol Claim.



Let's take a look at entering the remaining information into the Patrol Order claim.

Step 24 - Click on the **Pencil Icon** next to any field to make the fields editable and enter the following information if applicable.

a. **Comments:** (second column below Request Description) – enter any comments regarding the patrol such as information regarding a SAR assist case(s).

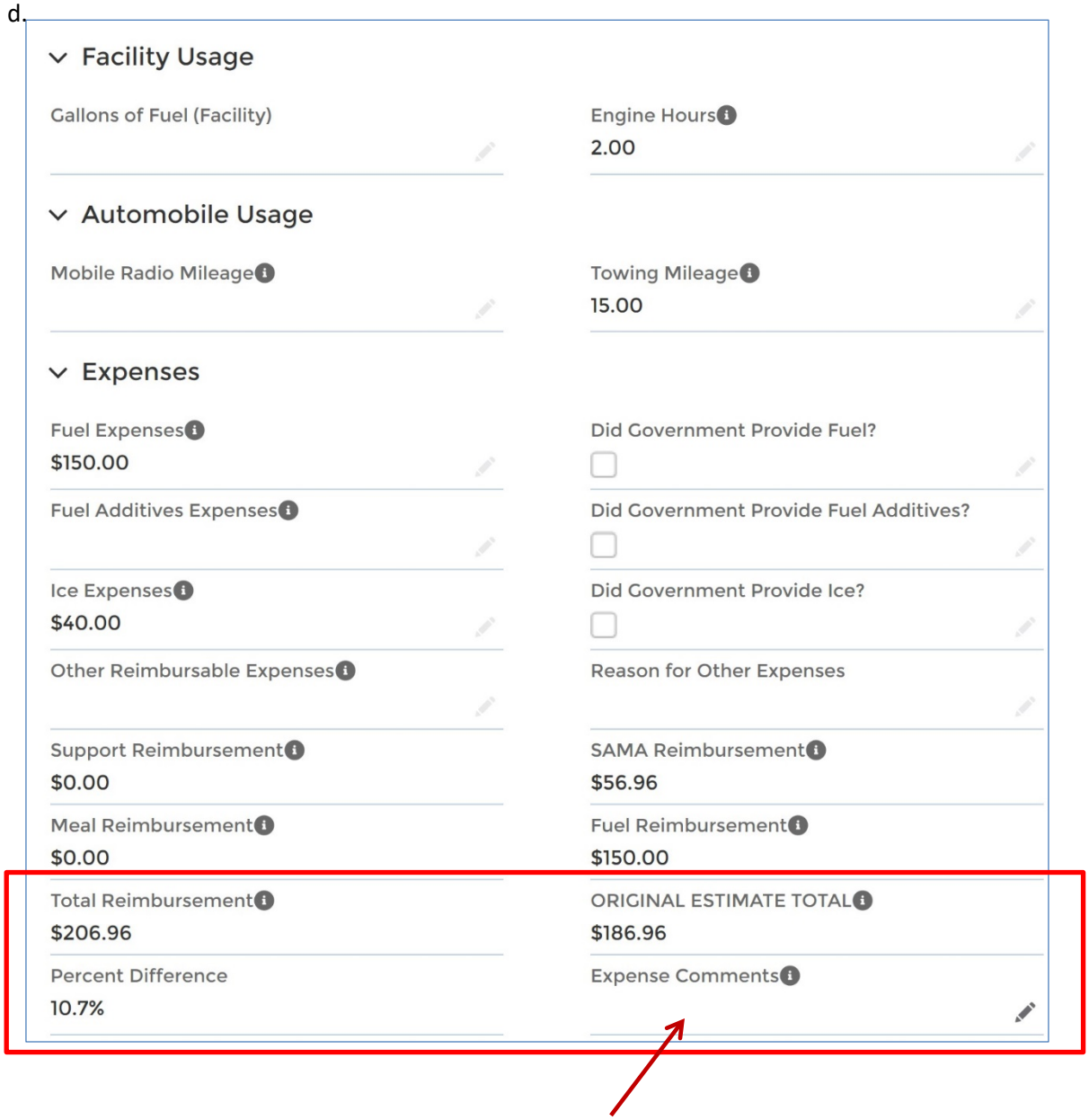
b. **Facility Usage:**
   - Gallons of Fuel (Facility) – Enter the gallons of fuel used for this patrol.
   - Engine Hours – Enter the engine hours for this patrol. **Note** – the engine hours cannot exceed the Total U/W Hours as calculated and auto populated by the Activity Logs.

c. **Automobile Usage:**
   - Mileage – Enter the miles traveled for:
     - o trailering the facility to the launch site. If the vessel was not trailered, i.e., berthed at the marina, **do not** enter mileage to travel to the marina.
     - o miles traveled for a radio land mobile patrol

d. **Expenses:**
   - Fuel Expenses – Enter the cost of the fuel for the patrol
   - Did Government Provide Fuel? Check this box if a government agency covered the cost of the fuel. If this box is checked, fuel expenses will not be reimbursed.
   - Fuel Additives Expenses – Enter the cost of fuel additives such as engine oil for two cycle outboard motors.

- Did Government Provide Fuel Additives? Check this box if a government agency covered the cost of the fuel additives. If this box is checked, fuel additives will not be reimbursed.
- Ice Expenses – Enter the cost of ice purchased for this patrol.
- Did Government Provide Ice? Check this box if a government agency covered the cost of ice. If this box is checked, ice will not be reimbursed.
- Other Reimbursable Expenses – Enter the cost of Other Reimbursable Expenses such as parking fees, launch fees etc. (Water is not an authorized patrol expense). If you have Active Duty on the mission and the Coxswain provided meals, record that expense under "Other" using the Current standard meal rate.
- Reason for Other Expenses – Enter information to describe the other expenses.

d.



Facility Usage

Gallons of Fuel (Facility)	Engine Hours: 2.00

Automobile Usage

Mobile Radio Mileage	Towing Mileage: 15.00

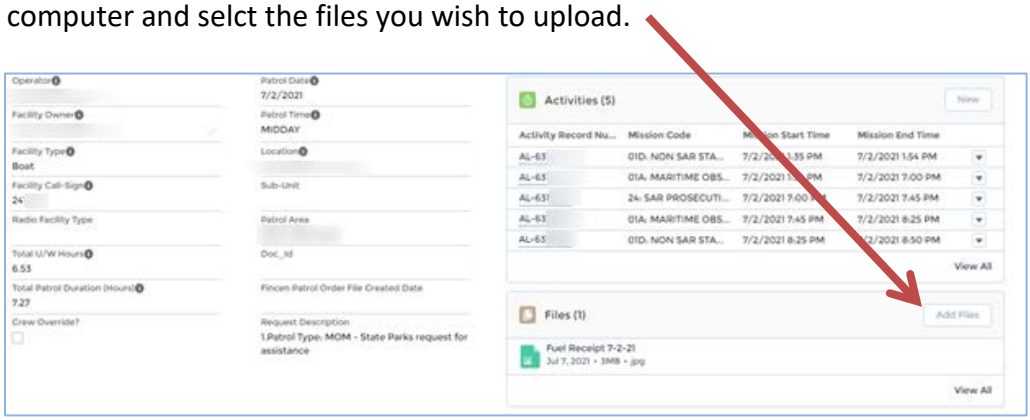
Expenses

Fuel Expenses: $150.00	Did Government Provide Fuel?
Fuel Additives Expenses	Did Government Provide Fuel Additives?
Ice Expenses: $40.00	Did Government Provide Ice?
Other Reimbursable Expenses	Reason for Other Expenses
Support Reimbursement: $0.00	SAMA Reimbursement: $56.96
Meal Reimbursement: $0.00	Fuel Reimbursement: $150.00
Total Reimbursement: $206.96	ORIGINAL ESTIMATE TOTAL: $186.96
Percent Difference: 10.7%	Expense Comments

Step 25 - Below the expense fields are the totals, calculated automatically by the system. The "ORIGINAL ESTIMATE TOTAL" field is saved from the estimated expenses entered on the

Request page, and the "Percent Difference" field is a calculation of the increase or decrease in total reimbursement from the Request estimate. A positive number represents an increase, while a negative number represents a decrease. **If the Percent Difference exceeds 10%, you must fill out the Expense Comments explaining the difference between Estimate and Actual**.

Step 26 - Now you must upload your receipts to the Patrol Order. AUXDATA II will accept jpg or pdf files so you can take a picture or scan your receipts into your computer. When the receipt files are on your computer, tablet or phone, you can drag and drop the files into the "Files" element of the Patrol Order. Remember to include copies of all expenses (fuel, additives, ice and other). No receipt=no reimbursement! Drag and Drop the files or click the Add File button then browse your computer and selct the files you wish to upload.



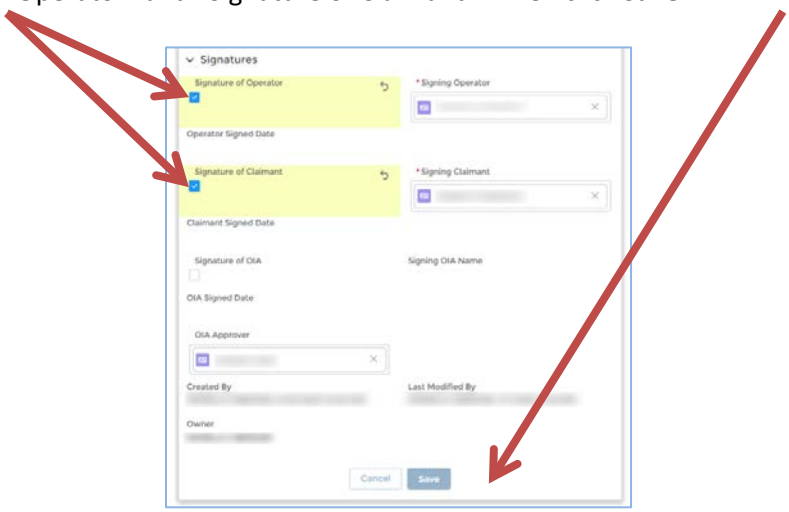
Step 27 - Scroll down to the bottom of the screen and click **Save.**

SIGNING THE PATROL ORDER

You have entered and saved all the above information (crew, activities, and expenses) and uploaded the required receipts. Now it is time to <u>carefully review everything one final time</u>!

Step 28 - When all the correct information is provided, it is time to sign the Patrol Order. Scroll down on the Patrol Order to the Signatures section. You will notice that the Signature of the Operator is required as well as the Signature of the Claimant. This may or may not be the same person. When originally requesting orders, you entered who the operator would be, and you also entered who to reimburse. If you selected "Reimburse Operator" then the Operator would sign both as Operator and as Claimant. However, if you selected "Reimburse Owner," and that is not the same person as the Operator, then both the Operator and the Owner, as claimant, would need to sign the orders.

To “sign” the orders, the Operator and Claimant must each log into AUXDATA II and **check the box** under “Signature of Operator” and “Signature of Claimant”. Then click **Save.**



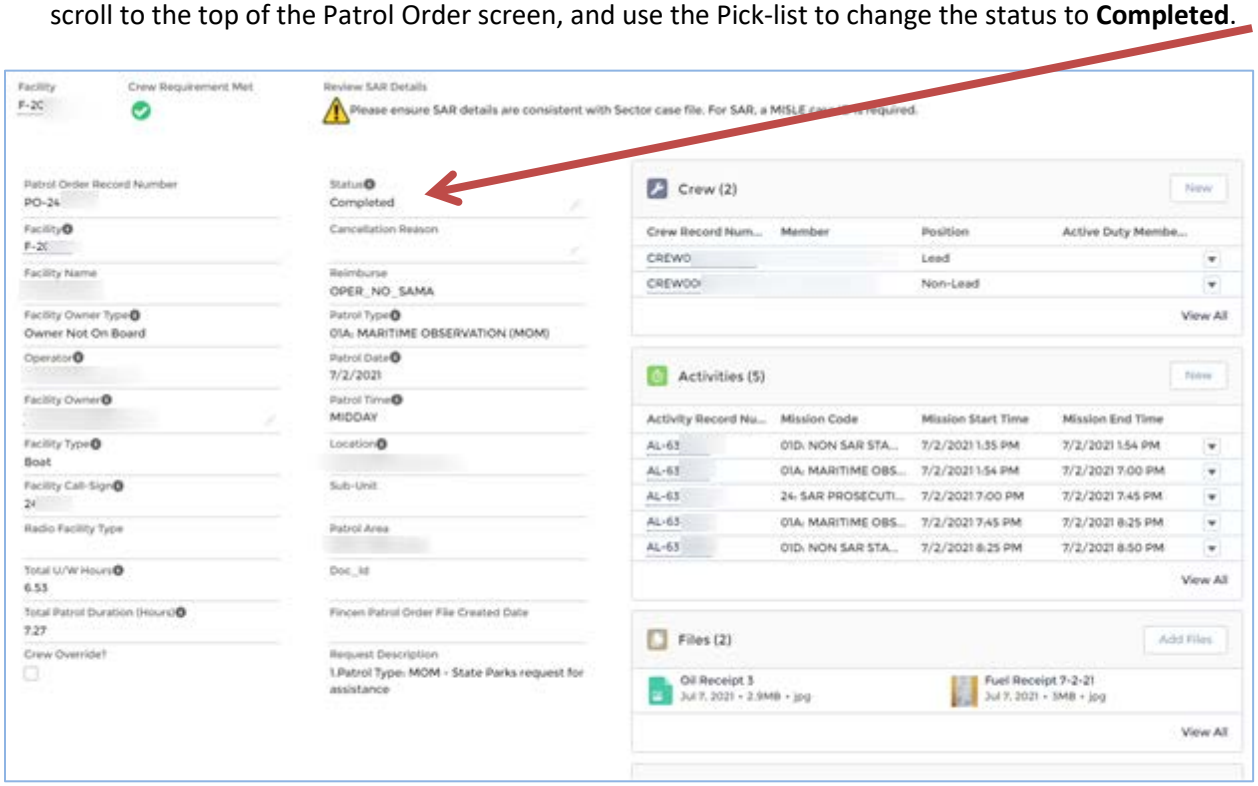
COMPLETING THE PATROL ORDER

The final step in the Patrol Order Claim process is to change the status of the Patrol Order.

NOTE:

Changing the status of the Patrol Order will lock it from any further edits. So double and triple check to make sure everything is complete and accurate.

Step 29 - When you have checked the accuracy of all entries and are ready to complete the process, scroll to the top of the Patrol Order screen, and use the Pick-list to change the status to **Completed**.



Step 30 - And lastly, scroll to the bottom and once again click **Save.**

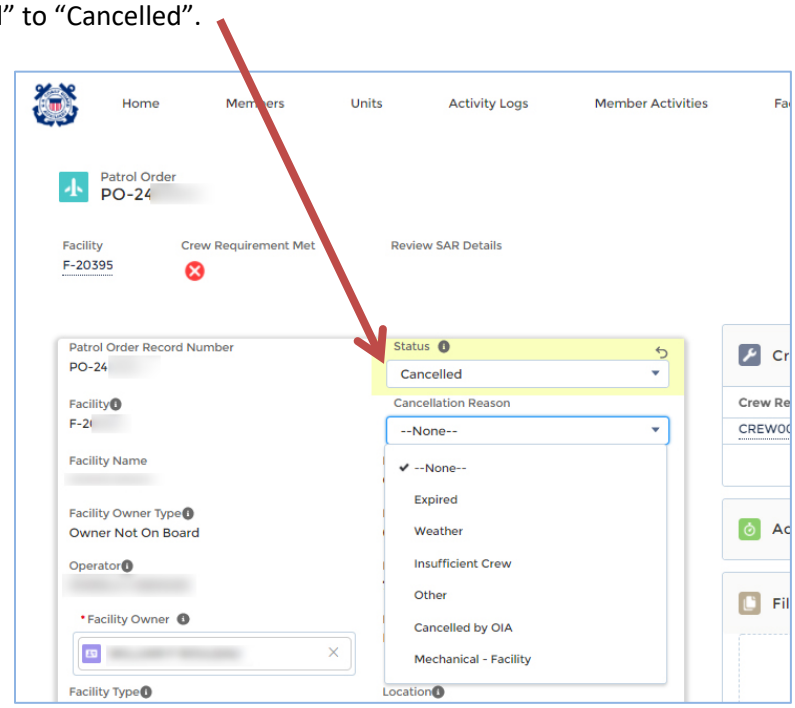
You are now done! When the status is changed to "Completed", the OIA will receive notification and they will review the Patrol Order and if it is satisfactory, they will change the status to "Submitted". The Submitted status indicates that the claim has been forwarded to the Coast Guard Finance Center (FINCEN) for processing and payment. Before payment can be made, FINCEN must have your bank account information on file. If you have not already done so, sign up for Direct Deposit by completing the EFT/ACH Member Enrollment Form and sending it to FINCEN.

The above example was for a boat patrol, but the steps for an Air or Radio patrol would be the same. Only the mission codes would change.

CANCELLING A PATROL ORDER

There may come a time when you need to cancel a Patrol Order. A Patrol Order in Requested status can only be cancelled by the OIA. If you need to cancel an order in Requested status, contact your OIA or wait until the Patrol Order request is Approved and then cancel.

Step 1 - To cancel an Approved Patrol Order, open the Patrol Order and change the status from "Approved" to "Cancelled".



Step 2 - In the Cancellation Reason field, use the pick-list to select a reason for the cancellation.

Step 3 - If the reason is "Other", in the Comments section, write a brief description of the reason for cancellation.

Step 4 - Click **Save** at the bottom of the screen. Your Patrol Order is now cancelled, no further action is needed.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR IS OR OP OFFICER.