



SQUADRON D-11N TRAINING

Module 2 – Operation & Procedures*



U.S. COAST GUARD AUXILIARY

* Handout available



UPDATE 10/26/2013



Operations Process and Schedule Update

Aux Air Safety Workshop

26 October 2013

Doug Kerr



New

AUXLO

LT Marshall Burt
William.M.Burt@uscg.mil
650-808-2960

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Contact Information Summary

New

- Air Station San Francisco AUXLO
 - LT Marshall Burtt, William.M.Burtt@uscg.mil, 650-808-2960
- Air Station San Francisco Ops
 - 650-808-2902/2903 (Emergency Only: 2929)
- Sector San Francisco Ops
 - 415-399-3530
- Security-Related Aerial Photos: send to IS3 Kevin Tkoch
 - Kevin.B.Tkoch@uscg.mil
- DSO-AV (Squadron Commander)
 - Larry Olson, 925-788-4473, j3cubolson@comcast.net
- DFSO (Flight Safety Officer)
 - Randy Parent, 510-414-1559, parentvp@yahoo.com
- ADSO-AV-OP (Ops/Flight Scheduler)
 - Doug Kerr, 510-418-1655, dougk@halekerr.com

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Operations Update

10/26/2013

- Flight Crew Qualifications
- Patrol Process - Available Patrol Sectors
 - Requesting Alternate Sectors
 - Requesting and Canceling Patrols
 - Changing/Adding a Patrol Date
 - Changing Patrol Sectors
 - Patrol Log
 - Contacting Station Rio Vista
 - Fam Flight Approval



Operations Update (cont.)

- Patrol Process-Flight Plans
 - Immediately Prior to Patrol
 - Patrol Altitudes
 - Standing Down for Food/Fuel
 - Real Time Reports
 - Recurrent Training Flights
 - RT Flight Notification Process
 - Aerial Photos
 - Criteria for Suspicious Activity
 - “Maximum Time” on schedule



Flight Crew Qualifications

- Minimum crew is currently qualified Pilot and Observer (or higher)
- Patrols without qualified crew aren't under orders and won't be reimbursed
- All non-pilot flight crew and trainees must have a current Flight Crew Medical Screening (Form 7042A) on file
- Exception for holders of FAA medical certificate
- National Forms Website:
<http://forms.cgaux.org/forms.php>

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Patrol Process Available Patrol Sectors

- All sectors may now be requested
- Alpha—Northern California border to Gualala River
- Bravo—Gualala River to Monterey
- Charlie—Monterey to San Luis Obispo
 - Twins only
- Delta—North Bay and Sacramento Delta
- Echo—Lake Tahoe, Pyramid Lake, Walker Lake
 - For specific missions only, e.g., events, SARs, etc., not routine patrols
 - Aircraft must be capable of safe flight at high DA

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Patrol Process Requesting Alternate Sectors

- Alternate sectors may now be requested
 - Secondary sector in case weather is bad in primary sector
- Alternate is approved when the Air Station approves the primary
- No need to request & wait for approval to fly alternate, simply inform Air Station and Sector San Francisco

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Patrol Process Requesting & Canceling Patrols

New

- Requesting Patrols
 - Include
 - » Observer name (don't need member number)
 - » Launch airport
- Canceling Patrols
 - *No matter when you cancel*
 - » Call Air Station Ops, 650-808-2902/2903
 - *Ask watch stander to note cancellation on schedule*
 - » Call Sector Ops, 415-399-3530
 - » Send AUXLO and ADSO-AV-OP (Doug Kerr) an email
 - » Cancel in AOM ←

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Patrol Process Changing/Adding a Patrol Date

- If new patrol date is five or more days after next normal schedule release (i.e., Friday or later patrol after Sunday schedule release)
 - Cancel existing patrol orders or patrol request
 - Request new patrol
 - Inform scheduler (Doug Kerr)
- If new patrol date is four or fewer days after next normal schedule release
 - Not permitted unless there are extenuating circumstances (e.g., something more than bad weather)
 - Air Station must complete an extra internal approval cycle for a change in schedule
 - Inform scheduler (Doug Kerr)

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Patrol Process Changing Patrol Sectors

- Generally only for weather
- If known before patrol
 - If you have already listed an alternate sector and it is shown in the schedule, simply inform Sector and Air Station in initial call
 - Otherwise, call Air Station Operations Center and obtain approval
 - » Record name of officer giving approval
 - » Inform flight scheduler
- If decision made in flight
 - Inform Sector and ask them to inform Air Station
 - Air Station will contact you if they disagree
- If there's already a patrol in new sector
 - Ask Sector to inform them of your presence
 - » Insure that this happens before you enter the sector
 - If you don't know whether there's another patrol, ask
 - Once in range, communicate with the other patrol

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Patrol Process Patrol Log Reminder

- Not just for Ops Normal reports
- Note time, location and nature of pertinent action or observation, for example,
 - Contact with any CG or CGAUX units
 - Engine start/stop times and Hobbs/tach readings
 - Takeoff and landing times
 - Surface/Land observations
 - Photographs taken
- Details can go on separate sheet(s)
- See the *Aviation Training Manual*, M16798.5B, Chapter 1, B.12.a for further items to log

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Patrol Process Contacting Station Rio Vista

- If you wish to make yourself available to Station Rio Vista for potential tasking
 - Call Station as you enter their AOR
 - Let them know you're available
 - Station may or may not take your guard
- Otherwise, Station will not ask for your help directly, because Sector has your guard and is therefore "in charge of" your flight
- Note the contact in flight log

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Patrol Process Fam Flight Approval

- Communicate name(s) of passenger(s) when flight is requested (e.g., in POMS)
- Air Station must know names and approve, but this will usually be as part of normal schedule approval
- If request comes after flight is on schedule, send name(s) to scheduler (Doug Kerr) at least one week before scheduled flight date for Air Station approval

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Patrol Process Flight Plans

- FAA Flight Plans must be filed
- Registration number under orders is "CGX" plus last four characters of N-number.
 - For example,
N2473B becomes CGX473B
 - For ATC/FSS, CGX is spoken as "Coast Guard AuxAir"
- Put full N-Number in comments
 - For example, "Reg: N2473B"
 - *If FSS doesn't have this, they won't start a search*
- List the DFSO as the Destination Contact
 - *Randy Parent, 510-414-1559*
- List ASSF Ops contact info in Remarks
 - For example,
"Reg: N2473B. If overdue, contact USCG Air Stn SFO 650-808-2902"

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Patrol Process Immediately Prior to Patrol

- Call Sector Ops
 - Give patrol info
 - Recommendation: ask for OPSUM
- Call Air Station Ops
 - You're not under orders until you do
 - Give patrol info
 - Watch stander will be filling out the Air Aux Patrol Report form

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Patrol Process Patrol Altitudes

- Normal patrol altitude is 1,000' or higher
- Descent to 500' allowed to verify life or property in danger
 - Not to be used as a reason to loiter at 500'

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*SE must stay within gliding distance
of shore!!



AIR AUXILIARY PATROL REPORT

(COPY OF COLLECTED REPORTS TO LETA OFFICER/COMMANDER, BE, MAILED)

DATE/TIME _____
PATROL TYPE _____
PILOT IN COMMAND _____
CONTACT PHONE NUMBER _____
NAMES CREW/PASSENGERS:
(1) _____
(2) _____
(3) _____
(4) _____
(5) _____
(6) _____

RISK ASSESSMENT

DEPARTURE AIRPORT: _____
TAKE-OFF TIME: _____ DURATION OF FLIGHT: _____
FREQS MONITORED: _____
1ST LAND TIME/ENCLD./LOCATION: _____
FINAL LAND TIME/LOCATION: _____

SIGNIFICANT EVENTS SIGHTINGS:

DUTY STANDER'S NAME: _____
DUTY STANDER'S SIGNATURE: _____

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Patrol Process Standing Down for Fuel/Food

- Secure guard with Sector
- After landing
 - Call Air Station Ops and secure
 - Call Sector to tell them you're secure
- Prior to takeoff,
 - Call Air Station Ops and re-initiate
 - Call Sector
- Re-establish Guard with Sector

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Patrol Process Real-time Reports

- While airborne
 - If you expect to be more than 15 minutes late for any predicted landing time, ask Sector to notify Air Station Ops
- Immediately after patrol
 - Call Air Station Ops
 - Watch stander will fill out Significant Events/Sightings portion and close out Patrol Report
 - Call Sector to tell them you're secure

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Patrol Process Recurrent Training Flights

- Up to two RT flights are authorized per pilot per month
- Traffic pattern work, plus anything else required to get pilot and crew current in patrol procedures
 - Recommendation: Landings and takeoffs at airports within AOR but not normally used
- Standard crew requirements apply

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Patrol Process RT Flight Notification Procedures

- Contact ASSF before and after as per normal ops
- Flight Plan and Sector notification/guard not required if remaining in traffic pattern of departure airport
- Normal Flight Plan & Sector notification/guard required if leaving immediate vicinity of airport

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Patrol Process Aerial Photos

- Sector Intelligence Staff is no longer requesting photos of shipping vessels unless they meet the criteria for suspicious activities
- Information to include with photos
 - Name of vessel, date, lat/long, brief description including number of vessels, persons, course & speed of vessels, type of camera
- Email information and photos to:
IS3 Kevin Tkoch
Kevin.B.Tkoch@uscg.mil

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Patrol Process Criteria for Suspicious Activity

- Underway with navigation lights off
- Vessels DIW near Critical Infrastructure (Bridges, Powerplants, etc.)
- Tarps that cover parts of the boat or cargo within
- Engaging in erratic maneuvers upon sighting LE assets
- Excessive number of persons onboard, possibly overloading the vessel
- Recreational vessels underway outside normal recreational boating times or during inclement weather
- Jet Skis appearing to be hauling cargo or baggage
- Small boats or Recreational Vessels rendezvousing with underway Commercial Vessels
- Excessive drag or wake on an underway vessel and the vessel is greater than 40' but less than 100'
- A motor that is excessively larger than normal for the vessel
- Excessive number or motors attached to a small boat
- Excessive antennae or communications equipment
- Multiple vessels DIW in close proximity, especially at night

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Patrol Process "Maximum Time" on Schedule

- The maximum reimbursable flight hours number on schedule is strictly budgetary
- There is no requirement nor request that you fly that number of hours
- Safety first, always

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Patrol Process NOAA MBNMS Observations

- Please complete a NOAA MBNMS Report Form when you fly within the sanctuary
- Note:
“Speed and direction” refers to the subject under observation, not your aircraft

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Patrol Process After-Action Reporting

- Mission codes on AOM Itinerary segments (partial list):
 - Not just “01A” (Maritime Observation Mission) anymore
 - 03: Navigation Systems Patrol with qualified Aid Verifier
 - 24: Search and Rescue prosecution
 - 28G: Initial pollution response at CG request
 - 41: Federal Gov’t Support (NSC Radar Test, Army Corps of Engineers)
 - 70B: MEP (Marine Environmental Protection) Detection/Response—includes abandoned vessel search/reporting
- See the 7030 PDF form for code descriptions
- Flotilla IS officer is automatically notified when OIA (Air Station) submits completed AOM Patrol Order form

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Patrol Process (cont.)

Next Slides cover AOM reports and
Reimbursement Process



Patrol Process Reports and Reimbursement

- AOM Patrol Order screen is a combined 7030 & 5132
- All electronic; no need to sign or mail hardcopies
- Submit scanned or photographed copies of all receipts electronically (hardcopy not required)
- *Even if there are no significant sightings, include a short narrative of your patrol in the Comments field*
 - For example, *patrol route taken, general conditions observed, shipping vessels encountered, boat stations contacted, training exercises completed, anything unusual observed*
 - Something more than just, "Completed patrol."

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AOM (AUXDATA Order Management)

- Ensure you are using the Production system for order requests
 - <https://ordermgmt.uscg.gov>
 - You should not see "-train" in the URL
- For training and practice only, you may still use the Training system
 - <https://ordermgmt-train.uscg.gov>
- Training and Production passwords are independent of each other

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Reimbursement Status Steps to Take

- Check AOM to see if reimbursement has been processed by the Air Station. If so,
- Check payment history on USCG Finance Center (FINCEN) website
- If further details on a given payment are desired, get a Detail Report from FINCEN website

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Reimbursement Status AOM

- See if reimbursement processed by the Air Station

The screenshot displays the AOM system interface with several key sections:

- Order History:** A table listing orders with columns for Date, Order No., and Status. The 'Status' column for the selected order is circled in red and labeled 'Approved'.
- Order Reimburse Info:** A table with columns for Expense Reimbursement, Fuel, Oil, Ice, Other, Total Available Dollars, and Balance. The 'Total Available Dollars' and 'Balance' values are circled in red.
- Comments:** A text area containing the note 'See below for list'.
- Summary:** A section showing 'Government Provided' and 'Total (\$)' values.
- Governmental Expenses:** A section with a 'Total' value.
- Governmental Provided:** A section with a 'Total' value.
- Signature of Operator:** A field with a signature and date.
- Signature of Disburser:** A field with a signature and date.

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Reimbursement Status Document Number

■ Document Number has no relationship to Order Number

Coast Guard Auxiliary Patrol Order

Aux Order Number: 1001305
Document ID: 2713313L87015

Owner: 1178551 RORY O NEUMANN <input type="text"/>	Operator: 1175187 KENT T GARNER <input type="text"/>
Reimburse: OWNER	
AIR STATION: SAN FRANCISCO	
Patrol Type: 01A - MARITIME OBSERVATION MOB	
Accounting Code: _____	
Comments: _____	

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Reimbursement Status FINCEN

■ http://www.fincen.uscg.mil/aux_info.htm

U.S. Department of Homeland Security

Auxiliary Interests

- Home
- Vendor Interests
- Auxiliary Interests
- FINCEN Publications
- Customer Service
- Form Feedback
- Site Map
- Contact Us

Auxiliary Claims Processing

The Finance Center is dedicated to expedient and accurate processing of Auxiliary Patrol Claims. FINCEN currently has numerous initiatives underway which will improve the Auxiliary Claims process. We are in the process of implementing the Patrol Order Management System (POMS). More than 75% of Auxiliary claims for reimbursement are now being received electronically, which results in reimbursement in 5-7 days from the date of approval. In addition, POMS reduces the error rate in claims processing by over 90%, significantly reducing rework for the FINCEN, the order issuing agency, and the Auxiliaries.

Auxiliary Links

- Auxiliary Patrol Order Management System (POMS)
- Claim Status Tracking/Popover Summaries
- EFTACH Enrollment Form
- Auxiliary Reimbursement Detail Reports
- USCG Auxiliary National Web Site
- Travel Payment Status

FINCEN Links


Field Units

- Freight Transportation & Motorway Reporting
- PFD/MSA Checklist
- Household Goods Claims
- Field Newsletter

Vendors

- Sign up for EFT Orders
- Standard Invoices
- Online Invoice Payment Status
- Online Travel Claim Status / Payment History
- Invoicing Inquiry Via Customer Service
- Auxiliary Links
- ABOUT US
- Comments about this Site

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Reimbursement Status FINCEN Payment History

■ <https://www.fincen.uscg.mil/secure/payhist/phquery.htm>

USCG Finance Center Payment History Inquiry Application

Users may query the Finance Center Database for Payment History information. A valid Document Number is required.

If no records are returned, your payment has not yet been released by Treasury. Information is updated daily. Please try again tomorrow.

Note: All records matching the Document Number will be retrieved.


Enter Document Number: (ex. 2300123456789)

Enter 12 digit Document Number. Do not include spaces or special characters. This number can be obtained from the Payment Order form on which the invoice was based.

[Return to Coast Guard Payment History Menu](#) | [CG Finance Center Home](#)

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Document Number
from AOM, e.g.,
2713313LFF101



Reimbursement Status FINCEN Payment History

USCG Finance Center Payment History Inquiry Application


Payment History - Query by Document ID Results

Note: The results here now provide a history of payments made or scheduled for the past two years. If you need information on a payment more than 2 years old, or if your payment does not display here after sufficient time has passed for processing, please submit a [Payment Status Request form](#) to Customer Service.

Document Number: 27093156FF117

Invoice Number	Dollar Amount	Payment Date	ACH Number	Check Number	Check Amount	Payee Name	Payment Address
062852	\$90.52	10/14/2009	2584287	8222.52		DOUGLAS E KERR	DARLAND CA 94905
062858	\$91.60	10/14/2009	2584287	8222.52		DOUGLAS E KERR	DARLAND CA 94905
062865	\$123.00	10/14/2009	2584287	8222.52		DOUGLAS E KERR	DARLAND CA 94905



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Reimbursement Status FINCEN Payment Details

■ <https://www.fincen.uscg.mil/AuxRpts/index.htm>

[Web Applications & Queries](#) [CG Field Unit Links](#) [Vendor Information](#) [General Information](#)

USCG Finance Center

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Auxiliary Reimbursement Detail Report - Retrieval Form


Claims completed during the past 3 months are hosted here.
 If your claim is not shown, or if it is older than 3 months,
 please contact [Finance Center Customer Service](#) for assistance.

Document Number
from AOM, e.g.,
2713313LFF101

Enter the 13-digit Patrol Order Number or CG-5132 Document Number.
Print Patrol Order Number = 27 + fiscal year + call number order number,
 i.e. 2705 + CG-5132 Document Number)

Patrol Order Number:

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Reimbursement Status FINCEN Payment Details

Claim/Document Number: 27093106FF117

Name: DOUGLAS K KERR

Begin Patrol Date: 06/24/09 End Patrol Date: 06/24/09

MEALS									
	Breakfast	Lunch	Dinner	Amount					
06/24/09	0 X 2.500	2 X 4.250	0 X 4.250	10.50					
Total Meal Expenses:				10.50					
FUEL									
	Boat Fuel/Oil	Trailer Fuel/Oil*	Fuel Conditioner	Amount					
Total Fuel Expenses:				4.00					
TRAILERING									
	Trailer Mileage*	Trailer Ramp Fees	Lock Fees	Amount					
Total Trailering Expenses:				\$214.02					
AIRCRAFT									
Aircraft Type:	Hours	Maintenance	Fuel**	Amount					
06/24/09	1.00	\$12.50	\$9.52	\$214.02					
Total Aircraft Expenses:				\$214.02					

*“Fuel” includes Oil Allowance

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**NEXT OPERATIONS
UPDATE-
APRIL 19,2014
AVIATION SAFETY
WORKSHOP-Coast Guard
Island**