

The **NEW** Order Management System



U.S. Department of Homeland Security
United States Coast Guard Auxiliary

AUXDATA
ORDERMANAGEMENT

AUXDATA Order Management (AOM)



- The new OMS (AOM) will completely replace POMS, which will be discontinued.
- AOM is an entirely new program!
- AOM is not an upgraded or improved POMS.
- AOM has no link to POMS.
- AOM is owned and was developed entirely by the Coast Guard; it is a standardized system following all CG and Auxiliary policy requirements.
- AOM is behind the CG firewall on their servers, so security is improved.
- AOM will be fully integrated with AUXDATA and the FINCEN.





- AOM went “Live” first in D14 in late 2012; D11 and others are scheduled to go production soon (target is all Districts by 1 April 2013).
- When we switch to production, anyone wanting patrol orders (Air, Boat, Land Mobile) will be required to use AOM for all order requests, all patrol claims, and all AUXDATA (7030) inputs.
- The “Test” (training/Beta) version is available on-line now for your practice and testing.





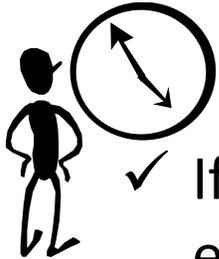
U.S. Department of Homeland Security
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AOM brings many advantages:

- ✓ Web-based (can access from any web-enabled computer, no Citrix Client or other special-purpose software downloads needed).
- ✓ Do not have to remember to “tab” from field to field.
- ✓ No separate 7030 activity reports – AOM is “embedded with” AUXDATA and will generate input directly (IS verifies).
- ✓ NO need to print and sign hard-copies, make copies, or address envelopes and Mail to Sector, etc. It is ALL on-line. No mail delays should also mean quicker reimbursements.
- ✓ AOM does require ALL users to do all on-line, including digital signatures, scanned receipts, EFT payments from FINCEN, etc.



Because this is imminent and mandatory:

- ✓ If you don't already, ensure you have a valid EFT account established with the USCG Finance Center (FINCEN). A User's Guide on how to do this is on the AOM home page.
- ✓ Ensure you have current, valid email address in AUXDATA.
- ✓ Ensure you have a valid account and password on AOM. You can do that now with the Training/Test system.
- ✓ If you already have a valid account in AUXDATA, you will use the same username and password for Production
- ✓ AOM will NOT recognize your POMS account or password.
- ✓ Start "testing" AOM with practice patrol requests and claims, get familiar with how to use it, and ensure your facilities and other information is correct.



- Switching from POMS to AOM does NOT change any District **Policies**.
 - Receipts required for all expenditures, lead times for getting requests approved and claims submitted, requirements for “purpose” in Comments, etc.
- However, some District/Sector/OIA **Procedures** are changed due to the new electronic system and the specifics of AOM implementation.
 - No hard copies, no snail mail, etc.





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We will show a number of sample AOM Screens and discuss some of the entries and usage in the next slides

Of course screen shots may vary with your web-browser, your data, and over time (as the AOM developers make enhancements)

So far, seems to work best with Firefox, or Internet Explorer 7

JavaScript must be enabled*

The best way to learn the system is to use it!

* To enable JavaScript in Internet Explorer: Internet Options->Security->Custom Level->Scripting->Active Scripting->Enable



AOM Home Page (Training Site)

URL For Training/Test system is: <http://ordermgmt-train.uscg.gov/>

This is where you sign on, by clicking the underlined title.

If you do not already have an Username & Password, click on "I forgot my password" to establish initial ID and password.

The screenshot shows the AOM Home Page (Training Site) with the following content:

U.S. Department of Homeland Security
United States Coast Guard Auxiliary **AUXDATA ORDERMANAGEMENT**

AUXDATA
Order Management
TRAINING - Blade Server
USCG Auxiliary - Order Management
Release 1.5.1

[Home](#) [System Maintenance Schedule](#) [Downtime Schedule](#) [Release Notes](#) [User Guides & Tutorials](#) [Help](#)

System: AUXDATA Order Management - (For Testing Only)
[I forgot my password](#)

United States Coast Guard Auxiliary National [Help Desk](#) and Knowledge Base

AUXDATA CG Auxiliary AUXINFO Reports USCG Rules of Behavior Privacy Notice

Red arrows point from the text boxes to the underlined title "AUXDATA Order Management - (For Testing Only)", the "I forgot my password" link, and the "User Guides & Tutorials" link in the navigation bar.

You can also click here to look at the Maintenance Schedule, Downtime Schedule, Release Notes, and **User Guides (for AOM and EFT)** by selecting the topic from the bar.

Get or Reset Password

Home System Maintenance Schedule Downtime Schedule Release Notes User Guides & Tutorials Help

To use this tool, you must have a valid email address in AUXDATA or AUXDATA ORDER MANAGEMENT:

1. Enter your Member ID
2. Enter your Username (usually, first initial + last name, example: Edgar Allen Poe = EPOE)
3. Click Submit

Member ID :

Username :

- ✓ Input your member ID number, and username
- ✓ Your username is usually your first initial and last name, e.g., GRAMSEY (username is not case sensitive)
- ✓ The new Password will be emailed to your recorded AUX email address.

AOM Log-in Screen



User Name:

Password:

- ✓ Input your user name and password
- ✓ Neither is case sensitive

AOM Change Password Screen

The screenshot shows the AOM Change Password screen. At the top, there is a header for the U.S. Department of Homeland Security United States Coast Guard Auxiliary, with the text 'AUXDATA ORDER MANAGEMENT'. Below the header is a navigation bar with buttons for Home, Reports, Search, User Admin, Location Admin, and My Account. The My Account button is highlighted with a red arrow pointing to it, with the annotation 'You get here by clicking "My Account"'. Below the navigation bar is the 'Required Password Criteria' section, which lists eight requirements for a new password. A red bracket groups these criteria with the annotation 'New Password Criteria (Minor bug: "=" is no longer allowed in password)'. Below the criteria is an example of a new password: 'Example of new password : exa_m4pl'. At the bottom, there are three input fields for 'Old Password', 'New Password', and 'Repeat New Password', followed by a 'Change Password' button. A red bracket groups these fields with the annotation 'Just enter your old and new passwords and click "Change Password"'. The 'Change Password' button is highlighted with a red box.

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Home Reports Search User Admin Location Admin My Account

Required Password Criteria

1. Must be at least 8 Characters in length.
2. Must contain at least one number, but can't start with a number.
3. Must contain at least one alphabetical character
4. Must contain, but can not start with, one of the following :
_ \$ =
5. **Do not** use the following characters :
() : @ % & * + { } < ? - ! " / ; > ' #
6. Password cannot be reused for 90 days or 8 password changes.
7. Must not be the same as user name.
8. Must not be too simple.

Example of new password : exa_m4pl

Old Password :

New Password :

Repeat New Password :

Change Password

You get here by clicking "My Account"

New Password Criteria
(Minor bug: "=" is no longer allowed in password)

Just enter your old and new passwords and click "Change Password"

Sample AOM Calendar Screen *(Red/notes added)*



U.S. Department of Homeland Security
United States Coast Guard Auxiliary

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Auxiliary Help Desk Link [Auxiliary Help Desk](#) [Log out](#)

User Name: Logged in as : **STEPHANIE COLLINS**

Available Locations: Your Locations: **SECTOR HONOLULU**

Home
Reports
Search
User Admin
Location Admin
My Account

Day
Week
Month

Week View shown is default, can pick other (Monthly is more compact)

	2012 Tue, Sep 11	Wed, Sep 12	Thu, Sep 13	Fri, Sep 14	Sat, Sep 15																																																		
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Request Orders</p> <p>New Open Orders</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>« 2012 Sep »</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center; font-size: x-small;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td style="background-color: #e6f2ff;">11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>● Requested</p> <p>● Approved</p> <p>● Completed</p> <p>● Submitted</p> <p>● Canceled</p> <p>● Open</p> <p>● All</p> <hr/> <p>● My Orders</p> <p>● My Endorsements</p> <p>● All</p> <p style="text-align: center; margin-top: 5px;">Filter</p> </div>	M	T	W	T	F	S	S	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	<p>Patrol Orders</p> <p>12 am</p>	<p>AIRCRAFT</p> <p>AUX ORDER NUM 1000097</p>	<p>AIRCRAFT</p> <p>AUX ORDER NUM 1000090</p>	<p>AIRCRAFT</p> <p>AUX ORDER NUM 1000092</p>	<p>AIRCRAFT</p> <p>AUX ORDER NUM 1000091</p>	<p>AIRCRAFT</p> <p>AUX ORDER NUM 1000093</p>
M	T	W	T	F	S	S																																																	
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Color Legend

Color-coded Status of Patrol Orders

AOM Calendar Screen (Month View)

The screenshot displays the AOM Calendar Screen in Month View. The page header includes the U.S. Department of Homeland Security logo and the text "United States Coast Guard Auxiliary ORDER MANAGEMENT". The navigation menu contains "Home", "Reports", "Search", "User Admin", "Location Admin", and "My Account". The "Home" link is circled in red. The "Month" view selector is also circled in red. The sidebar on the left contains a "Request Orders" button (circled in red) and a list of filters: "Requested", "Approved", "Completed", "Submitted", "Canceled", "Open", "All", "My Orders", and "My Endorsements". The "All" filter is circled in red. The main calendar grid shows orders for the month of March 2013, with columns for each day of the week. The orders listed include:

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
28		1085241- SEAHORSE					
4		1081841- SILVER CHARM	1081841- SILVER CHARM CF8938NC- SAR DOG	1081841- SILVER CHARM 1228697- NORDIC CHARM	N2473B- AIRCRAFT 1228697- NORDIC CHARM		
11	1085241- SEAHORSE		1228697- NORDIC CHARM	1081841- SILVER CHARM	1228697- NORDIC CHARM OPEN	1081841- SILVER CHARM	
18	1228697- NORDIC CHARM	1228697- NORDIC CHARM CF2790PX- WHITE KNIGHT	CF2790PX- WHITE KNIGHT 1081841- SILVER CHARM	NM11SC- COYOTE PT MOBILE 35 1228697- NORDIC CHARM NM11DJ- PARADISE MOBILE 1	CF2790PX- WHITE KNIGHT UT3795WC- Z-BOAT NF11BB- PARADISE RADIO 1		CF5103SY- DELTA COLT
25	UT4771SH- BLESSINGS 1081841- SILVER CHARM	CF2727FN- DEL	1091427- C.R.A.F.T. MOMENT UT4771SH- BLESSINGS CF2790PX- WHITE KNIGHT	UT4771SH- BLESSINGS 1091427- C.R.A.F.T. MOMENT	CF2790PX- WHITE KNIGHT UT4771SH- BLESSINGS	UT4771SH- BLESSINGS UT3795WC- Z-BOAT	

AOM Orders Request Screen

Requesting Patrol Orders

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number

Facility : Owner:

Crew Required :

Owner Is Operator
 Owner On Board
 Owner Not On Board

Date: Sub-Unit: Patrol Type:

Patrol Time: Patrol Area:

	Est	Accounting Code
Fuel	<input type="text"/>	<input type="text"/>
Subsistence	<input type="text"/>	<input type="text"/>
SAMA - Boat	<input type="text"/>	<input type="text"/>
SAMA - Air	<input type="text"/>	<input type="text"/>
Trailering	<input type="text"/>	<input type="text"/>

Comments:
Purpose

- Drop down menus are provided for Facility, Owner, etc.
- You must select those plus Date, Patrol Type, Patrol Time and Patrol Area
 - NOTE: A “Safety Patrol” will be: “01A: Maritime Observation Mission (MOM)”
- In D11N you MUST fill in the Comments with Purpose of patrol, etc.
- Ignore the accounting codes.
- When done, click on “Submit Request”.

AOM Orders Request Screen – Details

Owner is Operator
 Owner On Board
 Owner Not On Board

Default is “Owner is Operator,” but you can select other options

If owner is not on board, you can select an Operator from drop down list (e.g., those with “OPS-8” for your facility), or actually use a search option if owner is on board

Search For : Operators

By: Employee ID Name

Collins

EMP ID	Name	Qualifications
1188110	COLLINS, COLLEEN	BCCOX, IT, VE, APC
1188111	COLLINS, COLLEEN	AV, BCCOX, IT, QE, VE, WS, APC
1188112	COLLINS, COLLEEN	AV, BCCOX, IT, PWO, APC

You can type in the date, or select from a calendar pop-up view

<<	2012 Dec							>>
M	T	W	T	F	S	S		
26	27	28	29	30	1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31	1	2	3	4	5	6		



“Status Changes” generate emails –



- When you “Submit Request”, the OIA/PAC is emailed indicating a patrol request is pending.
- When the OIA “Approves” the request, the Operator receives an email with all the basic patrol info (Order Number, Date, Facility, Operator, Commented Purpose, etc.), **suitable for printing and having on-board for the patrol.**
- When orders are “Completed”, another email goes to OIA to review and “Submit” to FinCen.

AOM Orders Completion (Claim) Screen

MUST
complete
(after patrol):

Comments

Itinerary
info

Fuel/Hours

Actual
Expenses
and receipts

Crew lists

Digitally Sign

Patrol Order : 1000273

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number :1000273
Document ID :

Facility :
Facility Name :
Facility ID :
Call Sign :
Facility Type :
Inspection Date : APR-21-2012
Crew Required : 1

Owner:
Operator:

Date: 2012-11-01 Sub-Unit: Patrol Type: GOVERNMENT SUPPORT FEDERAL

Patrol Time: MORNING Patrol Area:

Est (\$) Accounting Code Comments:
Fuel 0.00 2/4 301 114 30 0 30 73500 2632 Add mission details, what you did
Subsistence 0.00 2/K 301 299 11 0 AX 73500 2533
Trailerling 0.00 2/4 301 114 30 0 30 73500 2634

Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission
-----------	------------	------------	----------	----------	----------	---------

Facility Data: Gallons of Fuel 0, Engine Hours : 0
Automobile Data: Gallons of Fuel 0, Mileage : 0

Expenses	Government Provided	Total (\$)
Fuel	<input type="checkbox"/>	0.00
Oil/ Fuel Additives	<input type="checkbox"/>	0.00
Ice	<input type="checkbox"/>	0.00
Other Reimbursable Expenses		0.00

Receipts

Add Itinerary AuxData Unit :

EMP ID	Name	Position	Breakfast	Lunch	Dinner	Mid
111888	ALVIN D. CHAMBERS	LEAD				

Reason For Other: Add Crew, Crew History, Applied Crew, Apply As Crew

Government Provided: Breakfast, Lunch, Dinner, Mid-Rations

Signature of Claimant, Signature of Operator, Signature of OIA

Save Complete Order Cancel Order Close (Without Saving)

AOM Itinerary Entries Screen

Must fill in one of these screens for each change to Mission Type

Date is filled-in

Use drop down menus to select itinerary type (e.g., “in use”), mission code (e.g., 01A), OPCON (e.g., Sector SF), fill in the start and end times (2400 clock), and Mission Details (Location and Waters).

Add itinerary/mission for this Order

Itinerary Mission Code OPCON

Start Date Start Time (Use 24hr) End Date End Time (Use 24hr)

2013-03-10 H: M: 2013-03-10 H: M:

Mission Details

Location Assists Waters

SAR Details

Lives Saved Persons Assisted Property Value Case Number

Add Close

“SAR Details” entries are only active when you have selected the SAR Mission Code (Type 24) for that Itinerary segment

NOTE: Meal reimbursements will then be auto-computed based on final patrol times and crew.

AOM Crew Entries Screens

You can search for a crew person by entering a name or their member ID number (the operator is already provided)

Search for crew to add

Search For : Crew

By: Employee ID Name

Search

EMP ID Name Qualifications

Select Close

Search for crew to add

Search For : Crew

By: Employee ID Name

Collins Search

EMP ID	Name	Qualifications
1100110	JAMES COLLINS	BCCOX, IT, VE, APC
1100110	CHARLES COLLINS	BCCREW, APC
1100110	FRANK COLLINS	VE
1100110	WILLIAM COLLINS	
1100110	CHARLES COLLINS	AV, BCCOX, IT, QE, VE, WS, APC
1100110	CHARLES COLLINS	IT
1100110	FRANK COLLINS	IT
1100110	FRANK COLLINS	BCCREW, IT

Select Close

Then “select” (left click on correct line, and click on “Select” button on the bottom) to pick the one you want from the search results (Note all their quals are shown)

AOM Upload Receipts Screen

MUST upload receipts:

Must be .jpg, .gif or .png format. You can use scanner or take photo with cell phone or camera, etc. to get a suitable digital file.

Remember: For D11N, receipts are required for ALL expenses, not just those over \$75.00 (other than subsistence and SAMA).

Receipts For order : 1000162

AuxOrder number :

Receipt Photos

1. Must be submitted for purchases of \$75 or more.
2. Must be in .JPG, .PNG, or .GIF format.
3. Must be under 250kb in size.
4. Should be as close to 600 x 600 resolution as possible.

File Name	Uploaded By	Date Uploaded
0 Results		

AOM Orders Completion Screen

Once all info is filled in, and both the Claimant and Operator have digitally signed, click **“Complete Order”** which sends it to OIA for review and submission to FinCen.

You can also review History of when Approved, etc.

Patrol Order : 1000587

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number : 1000587
Document ID : 2713373LGT004

Facility :
Facility Name : KAHU KAI
Facility ID : AZ3266AD
Call Sign : 191358
Facility Type : B
Inspection Date : MAY-01-2012
Crew Required : 2

Owner:
 1205737
 ISRAEL Y BENDAVID
 17031 PANORAMA DR
 SPRING VALLEY AZ 86333-4129

Operator:
 1172913
 GARY A TAYLOR
 7012 N CLEAR SKY COURT
 PRESCOTT VALLEY AZ 86315-9035

Date: 2012-11-27 **Sub-Unit:** SSD Inland AZ Lakes **Patrol Type:** 01A: MARITIME OBSERVATION MOM
Patrol Time: EVENING **Patrol Area:** Bartlett Lake

	Est (\$)	Accounting Code
Fuel	0.00	2/L 301 111 30 0 64 73500 2637
Subsistence	0.00	2/K 301 299 11 0 AX 73500 1180
SAMA - Boat	0.00	2/L 301 111 30 0 61 73500 257P
Trailing	0.00	2/L 301 111 30 0 64 73500 2634

Comments:
test

Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission
ARRIVE LAUNCH SITE (TRAILERING)	2012-11-27	915	2012-11-27	1000	Bartlett Alke	01B
FACILITY IN USE (MISSION)	2012-11-27	1000	2012-11-27	1500	Bartlett Lake	01A
DEPARTED LAUNCH SITE (TRAILERING)	2012-11-27	1500	2012-11-27	1600	Bartlett	01B

Facility Data
 Gallons of Fuel : 10
 Engine Hours : 5

Automobile Data
 Gallons of Fuel : 0
 Mileage : 195

Expenses	Government Provided	Total (\$)
Fuel	<input type="checkbox"/>	40.00
Oil/ Fuel Additives	<input type="checkbox"/>	0.00
Ice	<input type="checkbox"/>	0.00
Other Reimbursable Expenses		0.00

Reason For Other

EMP ID	Name	Position	Breakfast	Lunch	Dinner	Mid
1172913	GARY TAYLOR	LEAD		<input checked="" type="checkbox"/>		
1196955	ROBERT SELL	NON LEAD		<input checked="" type="checkbox"/>		

Government Provided
 Breakfast Lunch Dinner Mid-Rations

Add Crew
 Signature of Claimant: _____
 Signature of Operator: GTAYLOR 2012-12-17
 Signature of OIA: _____

Buttons: [Order History](#) Save Send To FINCEN Reject Order Close (Without Saving)

Sample Completed Order

Patrol Order : 1000587

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number : 1000587
Document ID : 2713373LGT004

Facility :
Facility Name : KAHU KAI
Facility ID : AZ3266AD
Call Sign : 191358
Facility Type : B
Inspection Date : MAY-01-2012
Crew Required : 2

Owner:
 1205737
 ISRAEL Y BENDAVID
 17031 PANORAMA DR
 SPRING VALLEY AZ 86333-4129

Operator:
 1172913
 GARY A TAYLOR
 7012 N CLEAR SKY COURT
 PRESCOTT VALLEY AZ 86315-9035

Date: 2012-11-27 **Sub-Unit:** SSD Inland AZ Lakes **Patrol Type:** 01A: MARITIME OBSERVATION MOM
Patrol Time: EVENING **Patrol Area:** Bartlett Lake

	Est (\$)	Accounting Code	Comments:
Fuel	0.00	2/L 301 111 30 0 64 73500 2637	test
Subsistence	0.00	2/K 301 299 11 0 AX 73500 1180	
SAMA - Boat	0.00	2/L 301 111 30 0 61 73500 257P	
Trailing	0.00	2/L 301 111 30 0 64 73500 2634	

Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission
ARRIVE LAUNCH SITE (TRAILERING)	2012-11-27	915	2012-11-27	1000	Bartlett Alke	01B
FACILITY IN USE (MISSION)	2012-11-27	1000	2012-11-27	1500	Bartlett Lake	01A
DEPARTED LAUNCH SITE (TRAILERING)	2012-11-27	1500	2012-11-27	1600	Bartlett	01B

Facility Data
 Gallons of Fuel : 10 Engine Hours : 5

Automobile Data
 Gallons of Fuel : 0 Mileage : 195

Expenses	Government Provided	Total (\$)
Fuel	<input type="checkbox"/>	40.00
Oil/ Fuel Additives	<input type="checkbox"/>	0.00
Ice	<input type="checkbox"/>	0.00
Other Reimbursable Expenses		0.00

Reason For Other

AuxData Unit : 114-10-10 PRESCOTT

EMP ID	Name	Position	Breakfast	Lunch	Dinner	Mid
1172913	GARY TAYLOR	LEAD		<input checked="" type="checkbox"/>		
1196955	ROBERT SELL	NON LEAD		<input checked="" type="checkbox"/>		

Government Provided
 Breakfast Lunch Dinner Mid-Rations

Add Crew
 Signature of Claimant: _____ sign

Applied Crew
 Signature of Operator: GTAYLOR 2012-12-17 sign

Apply As Crew
 Signature of OIA: _____ sign

Awaiting OIA Action →

[Order History](#) Save **Send To FINCEN** Reject Order Close (Without Saving)



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Some other Features:

- To open an existing patrol on the calendar view, just click on the patrol
- You can also Edit your Requests and/or your Claims after your initial entries, and Save what you have, prior to your final submission – allows you to stop and check something, add additional or revised Comments info when available, etc.
- You can Cancel a previously requested patrol



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Any Questions?
Thanks for your time!