



**Homeland  
Security**

**U.S. Coast Guard Auxiliary  
District 11 Northern Region**

*Serving Northern California, Nevada, Utah*



Date: MAY 2013  
 To: Richard Thomas, COS, EXCOM, District Board/Staff  
 From: D11N DSO-OP, Commodore Gail L. Ramsey  
 Subject: District OPS Report/ Respectfully Submitted

**HIGHLIGHTS:**

**AUXDATA ORDER MANAGEMENT (AOM) UPDATES**

*ACCURACY NEEDED, FROM AN ORDER ISSUING AUTHORITY (OIA)*

*AUTO CANCEL FOR ORDERS NOT SUBMITTED*

*COMMENTS SECTION WHEN REQUESTING ORDERS*

*ELECTRONIC FUNDS TRANSFER ACCOUNT (EFT)*

*ON THE WATER PATON PATROLS*

**OPERATIONAL CHAIN OF COMMUNICATION:**

*OPS-8s NOW A THING OF THE PAST, **UNLESS OWNER NOT ON BOARD***

*ORDER REQUEST TIME LINE*

**UPLOAD *ALL* RECEIPTS FOR REIMBURSEMENTS**

This is the third report in the same amount of weeks and this will be primarily devoted to AOM. Many are still trying to use the Training Program. The Production AOM is located at: <https://ordermgmt.uscg.gov/> This is the only program where you can request orders.

**ACCURACY NEEDED, QUOTE FROM AN ORDER ISSUING AUTHORITY (OIA):**

“Today I received an audit from the FINCEN on a set or orders. They were questioning the fuel bill and the meals. The OIA was able to explain this situation, but they are definitely looking closer at orders. So as a reminder:

All the times you use on the orders need to be the actual times. Please don’t just put that your started at 0800 if you did not. Same for securing, if you secured at 1530, then use that, not rounded up to 1600.

**For the meals.** I know that AOM automatically populates the meals you are entitled to, but if you did not provide meals, then you need to go back in and un-check the meals that you did not provide. I am not going to scrutinize every order for every last meal, but if I see something that is odd, then I am going to question it. Again, I am being questioned about it, so you too will be questioned if it looks funny. It may seem insignificant, but when you look at it from the FINANCE Centers standpoint, its tens of thousands of dollars that they have to account for.”

**AUTO CANCEL FOR ORDERS NOT SUBMITTED:**

Currently there is “no auto” cancel feature in AOM. So we are using the “OIA cancel feature”. If a set of orders is over 30 days, they will be canceled. By delaying orders, you are affecting the Coast Guard’s money and may be having an impact on future funding. If you are having problems with AOM, then let your PAC know and so it can be worked it out. So far things have been going well. The pot of money ***is not*** unlimited, so

we need to make sure we are being good stewards of Coast Guard funds. Reimbursement requests that have been submitted and sent to FINCEN by the OIAs shows funds in the AUX member's bank account within a week. This fast funds transfer is a vast improvement from the past.

**COMMENTS SECTION WHEN REQUESTING ORDERS:**

Please use the COMMENTS SECTION what and where your plans for the patrol are. When a QE is on board, do not count that person as part of the crew on your orders or 7030. If your patrol is requested by the Coast Guard or other agency, please list the requesting party's name and phone number in the COMMENTS SECTION. If this information is not included, the patrol will be cancelled by the PAC; however you can re-submit the patrol order request the patrol with all needed information

**ELECTRONIC FUNDS TRANSFER ACCOUNT (EFT):**

After participating in a Patrol Area Coordinators teleconference call this week, it is apparent that AOM has created much frustration. However, most of the frustration can be explained by the fact that a member did not follow the admonition to go on line and visit the AOM training site. Another source of member frustration was brought about by not following instructions to ensure the Finance Center has a valid EFT account for depositing reimbursements funds. To set up an EFT Account go to:

[https://www.fincen.uscg.mil/secure/enrollment\\_form.htm](https://www.fincen.uscg.mil/secure/enrollment_form.htm)

Be aware that for some reason not all owners or operator's EFTs transferred to AOM. Please go into the Production Program, request a patrol to verify all is working for you with no "nasty" pop ups showing that you cannot obtain orders. If you can request the order with no problems, wonderful, then just cancel the test request. If you are unable to request orders, contact me and we will work on the problem.

**ON THE WATER PATON PATROLS:**

Please add the "PATON NUMBERS" to the COMMENTS SECTION. Weekday PATON patrols will not be reimbursed unless the PATON NUMBERS are listed in the COMMENTS SECTION of the order request. If not checking requested AIDS the weekday patrol will be non-reimbursable.

**OPERATIONAL CHAIN OF COMMUNICATION:**

If you are asked to provide on the water assistance for an event, by a Park or any other source, please have the person who has contacted you contact the Patrol Area Coordinator (PAC) so that he/she can verify the event is sanctioned with the necessary permits or is an appropriate request. The PAC will send out the request for Facilities – do not send out the request yourself.

**OPS-8s NOW A THING OF THE PAST, UNLESS OWNER NOT ON BOARD:**

Finally we no longer have to enter each qualified Coxswain as an operator of a Facility. When you send in your offer for use, and it is entered into AUXDATA, "ALL CERTIFIED USERS" will be entered into AUXDATA as well. The owner is responsible for the Facility, trailer, and tow vehicle (if applicable), and who is at the helm. This is a step forward and assists all when there is a last minute scramble to place to place a Coxswain of record on a Facility. ***There is always a "BUT", if the owner of record is not on board, or the non-owner Coxswain requests the order, then we still need to individually add each Operator so continue to send in OPS-8s for those Operators.***

**ORDER REQUEST TIME LINE:**

Please have your order request in 10 days prior to the date of your patrol. The ORDER ISSUING AUTHORITY" (OIA) has to have them at least 8 days in advance and your Patrol Area Coordinator (PAC) may

only check AOM every other day for requested orders. If you request your orders only 8 days in advance please call you PAC and give them a heads up of your request.

If you are requested by the Coast Guard or other authorized agency to do a patrol with only a few days notice, be certain to add the name and phone number of the person making the request in the COMMENTS SECTION. Our OIAs, SECTOR SF and GROUP HUMBOLDT, are under a tremendous amount of pressure to justify every cent spent. E-mail your PAC about your request so they can alert the OIA.

**UPLOAD *ALL* RECEIPTS FOR REIMBURSEMENTS:**

When filling out your patrol claim for reimbursement and the “POP UP” windows shows upload receipts for over \$75.00 remember *that does not apply in our District*. You need to upload *ALL* receipts for any amount if you want to be reimbursed.

Respectfully Submitted,

Gail