



**Homeland  
Security**

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

*Serving Northern California, Nevada, Utah*



Date: MAY 2013 (issue #2)  
To: Richard Thomas, COS, EXCOM, District Board/Staff  
From: D11N DSO-OP, Commodore Gail L. Ramsey  
Subject: District OPS Report/ Respectfully Submitted

**HIGHLIGHTS:**

**IMPORTANT: D11N POLICY FOR MEMBERS IN AP STATUS**

**AOM (AUXDATA ORDER MANAGEMENT) & POMS**

**OTO CORNER**

**ANCHORING NOMANCLATURE, COMMANDS & ACKNOWLEDGEMENTS**

**PROWORD CORRECTIONS IN THE NEW RADIO TELEPHONE MANUAL**

**COXSWAIN COURTESY WHILE IN OPS EXERCISE AREAS**

**OPEX CANDIDATES FROM OTHER DIVISIONS OR DISTRICTS AORs**

**FROM DIV 5 OPS REPORT, A SIGN OF THE TIMES**

**FREE MEDICAL ALERT CARD**

**OPS STATS FOR 2013**

**OPTREX (OPEX) CALENDAR FOR 2013**

**ALL FACILITY EXAMS, ICS CERTIFICATES ETC**

**COMMENT BLOCKS ON ORDER REQUESTS**

## IMPORTANT: D11N POLICY FOR MEMBERS IN AP STATUS:



Commander  
District Eleven

Coast Guard Island  
Building 50-1  
Alameda, CA 94501  
Staff Symbol: (dpa-n)  
Phone: (510) 437-3950  
Fax: (510) 437-2728

16790  
16 Apr 2013

### MEMORANDUM

From:   
C. L. SUMROK  
CGD11-NR DIRAUX (dpa-n)

Reply to (dpa-n)  
Attn of: CDR Sumrok

To: Coast Guard District Eleven-Northern Region Auxiliary members

Subj: **DISTRICT ELEVEN NORTHERN REGION (D11NR) POLICY FOR MEMBERS IN APPROVAL PENDING (AP) STATUS**

1. In general, D11NR will follow the Auxiliary Manual, COMDTINST M16790.1G, section 3.d.2., with respect to the privileges and provisions for Auxiliarists in AP Status. However, D11NR will be more stringent in several areas due to various security concerns until the respective member receives a Personnel Security Investigation (PSI) favorable determination from the Coast Guard Security Center. Specifically, members in AP Status may NOT:
  - a. Acquire or wear any Auxiliary uniform that has an Active Duty equivalent, such as the Operational Dress Uniform (ODU) or Tropical Blue uniform. The Auxiliary Blue Blazer outfit may be worn per the applicable regulations in the Auxiliary Manual.
  - b. Offer any facility for use (air, surface or land mobile).
  - c. Participate in surface operations on-the-water as a crewmember in training. However, classroom and other forms of education are highly encouraged.
  - d. Be issued any Personal Protective Equipment (PPE).
2. These policy changes are effective immediately. Members currently in AP status that have uniforms, participate in on-the-water training, or have been issued PPE will not be subject to these policy adjustments. Any questions regarding the policy changes can be directed through the Auxiliary Chain of Leadership to the Operations Training Officer and/or Director for clarification.

#

### **AUXDATA ORDER MANAGEMENT SYSTEM (AOM) 18 APR 2013, REMINDER**

All patrols that were requested, after April 17<sup>th</sup>, in POMS, even if activated will not be transferred to AOM. This means you will need to re-request all orders you have placed for dates after April 17<sup>th</sup>.

Doug Kerr asked some very important questions about the transition:

As we get ready for the transition to AOM, could you confirm some of the procedural points we've been told, and answer a couple of related questions, so that we can give our members in D11N the correct information? Here they are:

1. We understand that all users we have configured in Training AOM will be copied to Production AOM along with their permission settings. Is this correct? **Correct**

2. We understand that the Sub-Units and Patrol Areas will \*not\* be transferred from Training to Production, therefore we should have them set up in Production prior to the changeover. Is this correct? **Correct (This means the locations will need to be re-written when we go live, this process can take up to 5 hours. Please be patience.**

3. If #1 is correct, and the user accounts will be transferred from Training to Production, will the passwords be transferred as well? We're guessing not, because that would mean any AOM user with a Production AUXDATA account would have his/her Production password reset to his/her Training AOM password. Can you confirm whether or not the passwords will be transferred? It is my understanding the passwords will be transferred along with permissions. **Anyone who is able to access production should also be in the training blade as well**

4. Which browsers and browser versions are officially supported by AOM? For example, Internet Explorer v8, through v10; Firefox v7 through v20? Other browsers? I have heard of members having issues with IE8 but they went away when they upgraded to IE9. AOM Ver 1.8 now supports the calendar view in Chrome. **I have not heard if Safari still has the same calendar issue or not.**

### **OTO CORNER:**

Greetings from Monterey shipmates!

First off, I'd like to give a hearty Bravo Zulu to Division 11 (and Jack Leth) in particular for organizing my PPE enrollment/implementation visit on April 4<sup>th</sup>. It was a very long day for me, but I was very impressed by the can-do attitude and flexibility of the crew out there in Nevada.

My apologies to the flotillas I had scheduled to visit this month and had to cancel at the last minute. I have been detailed away to fill in as the Executive Officer at USCG Station Monterey until mid-June when a permanent replacement reports in. I'm not "all stop" on my OTO duties, but I have to squeeze them in between my duties here.

My schedule through April-May was aggressive and my goal was to have all flotillas up and running on PPE by the end of June. My TDY period pushes that goal back a couple of months; so plan on me jumping back into an aggressive schedule in July upon my return to DIRAUX. I'll email flotilla commanders directly once I've made my schedule. In the meantime, here are some actions you can take to get your flotilla ready for my visit:

1. Request as many boat crew personnel as possible attend your next meeting. Ask them to bring all of their PPE.
2. Have each member lay out their equipment. Inspect each piece of gear for rips, cuts, tears, de-laminated SOLAS tape, remove Active Duty USCG markings, proper functioning of Zipper and fasteners.
3. Pay particular attention to the stitching around the straps to the type III PFD; I've had several PFD's fail because of loose stitching.
4. Orally inflate the pillow on your Anti-Exposure coveralls. Odds are at least 25% of you will find that your inflation tube is not properly rigged.
5. Get a head count of who needs the following gear: Boat Crew Survival Vests, New Strobe Lights (the D Cell strobe is no longer acceptable), and any replacement gear. You may also provide me with the number of individuals in need of the proper Type-I Nylon lanyards for their Vests.
6. Label the gear with each member's individual member number. The individual member number consists of the first three letters of the member's last name followed by the last four digits of the members AUXID number.

Example: CWO Matthew James, 1234567 is labeled as JAM4567

Using a black sharpie pen:

Label the Type III PFD inside the flap of the Starboard Side Pocket.

Label the Anti-Exposure Coveralls inside the left entry zipper flap.

Label the Boat Crew Survival Vest on the inside of the upper starboard pocket.

Label the Float coat in the same manner as the AEC, or on the white label inside.

The hot item is the boat crew survival vest. It seems nearly every flotilla has several members who need one. We're working this issue and Tina is busy building up our stockpile in my absence. Please understand that the

vest must be rigged in a specific, standardized way. We will only be shipping properly built-up vests from DIRAUX. That means I'll be spending my night in the hotel building up SAR Vests. We will get you the equipment you need.

As far as paperwork goes, I will continue to handle the documentation piece. That means your flotilla will not "go live" in the program until I have sent you your completed AF-538's and Maintenance Logs. Completing the steps above will greatly speed up my visits, allowing us to focus on the paperwork piece.

Please continue to contact me via the [D11auxnorthern@uscg.mil](mailto:D11auxnorthern@uscg.mil) email address. I know that link keeps disappearing on the DIRAUX web page, but that's the preferred method of contacting the staff.

**----IMPORTANT-----**

Walk-ins at DIRAUX for PPE are not encouraged while I'm TDY. If a member absolutely needs equipment to get underway, please contact DIRAUX via the email address above at least 72 hours in advance. That gives me time to prepare the paperwork and gives the staff time to get the gear ready for issue. They will not issue a boat crew survival vest unless I have built it up. I know this seems draconian, but I don't want to go backwards in this program.

Bottom line: Look your gear over, make sure it's serviceable, and label it with your Member Number. I'll take care of the rest once I'm back on the road.

Thanks again for your flexibility.

Thanks also to Wayne Farnholtz for posting the anchoring script in the DSO-OPS Report. Remember that I'm stressing standardization throughout the District. Many of you have commented to me that some of these standard terms are not how you were trained. I understand, I will provide the proper training...just ask.

Stay Safe, Stay vigilant, Stay Cool....  
BOSN J

**ANCHORING NOMANCLATURE, COMMANDS & ACKNOWLEDGEMENTS:**

Thank you Wayne Farnholtz for putting this concise process together.

ANCHORING NOMANCLATURE

Scope 7:1, 5:1 (from ground level to point on vessel where anchor line is attached)

Ground Tackle

Bitter End

Shackle & Mouse Shackle

Chain

Bitter End

Communications

Hand and voice signals for direction when anchoring and retrieving anchor

Short Stay

Making up the Bit  
Breaking the Bit  
Working Turn  
Aye  
Range Markers  
Bow into Drift to start anchoring exercise  
Fouled anchor or Clear Anchor

#### ANCHORING COMMANDS & ACKNOWLEDGEMENTS:

Cox: Prepare for anchoring  
Crew: Response, Preparing for anchoring aye  
Activity: Crew Inspects ground tackle; anchor, chain, anchor line, attachments, fakes out anchor line, anchor over side ready to lower.  
Crew: Ready for anchoring  
Cox: Response, Aye  
Cox: Lower the anchor  
Crew: Lowering the anchor aye  
Activity: Crew lowers the anchor line hand over hand until anchor reaches the ground  
Crew: Anchor is on the bottom (example: depth 12 feet)  
Cox: Anchor on the bottom aye  
Cox: Backing down, prepare to pay out 84 feet of line (scope 7:1)  
Crew: Prepared to pay out 84 feet of line aye  
Cox: Backing down  
Crew: Backing down aye  
Activity: Crew pays out line hand over hand keeping track of length of line out until it reaches 84 feet while giving hand signals to Cox for aid in keeping on straight backing track  
Crew: Reports progress of line going out (10', 20', 30', 40', .....84') Cox acknowledges  
Crew: 84 feet of line out  
Cox: 84 feet of line out aye  
Cox: Make up the bit  
Crew: making up the bit aye  
Crew: Bits made up  
Cox: Stand by to set anchor  
Crew: Standing by aye.  
Activity: Cox places engine in reverse and backs down evaluating if anchor is set or not  
Cox: assigns anchor watch utilizing Range Markers

#### RETRIEVING THE ANCHOR COMMANDS:

Cox: Standby to weigh anchor (assigns jobs to crew)  
Crew: Standing by to weigh anchor aye  
Cox: Break down the bit and leave a working turn on the bit  
Crew Breaking the bit aye  
Crew: Working turn on the bit  
Cox: Working turn on bit aye  
Cox: Going forward slowly give me direction signals to anchor and take in the line  
Crew: Taking in the line aye

Activity: Crew retrieves anchor line hand over hand & uses hand or voice signals to direct Cox to anchor

Cox: Call out distance as we approach and when we are directly over the anchor

Crew: Distance and direction when we are approaching & over the anchor aye

Crew: Directly over anchor (Short Stay)

Cox: Short stay aye

Cox: Stand by to weigh anchor

Crew: Standing by to weigh anchor aye

Cox: Weigh anchor

Crew: Weighing anchor aye

Activity: Crew retrieves anchor line hand over hand till anchor is visible and reports condition to coxswain

Crew: Anchor is away (Off bottom & is being retrieved)

Cox: Aye

Crew: Anchor is clear (or fouled)

Cox: Aye

Cox: Stow the ground tackle

Crew: Aye

Activity: Crew inspects, cleans ground tackle, fakes rode into storage locker

Crew: Ground Tackle inspected and stowed

Cox: Aye

### **PROWORD CORRECTIONS IN THE NEW RADIO TELEPHONE MANUAL:**

The new Radiotelephone Manual (IRT Radiotelephone Handbook CGTTP 6-01.1A, 16 JAN 2013) specifies a procedure for responding to MAYDAY calls which includes speaking the word “MAYDAY” in the reply. The Coast Guard is recommending we continue with the language currently in use, and respond when needed with “Vessel in Distress” rather than “MAYDAY Vessel” to avoid any confusion about who is calling MAYDAY. Further guidance will be issued once the issue has been finalized.

Also the words “NO PLAY” are recommended in the new Radiotelephone Manual. The “no play” prowords are only to be used during formal exercises that have been assigned a code name by a command. This would not apply to casual exercises or routine training missions, so it really does not impact Auxiliary operations except in very formal situations. This means for us to continue with “this is a drill” (three times).

### **COXSWAIN COURTESY WHILE IN OPS EXERCISE AREAS:**

When participating in an OPEX or other exercise please be aware of what others are trying to accomplish. Please maneuver with no wakes so that those doing towing evolutions can do so safely. Normally there is no need for a speed over 6K.

### **OPEX ATTENDEES / CANDIDATES FROM OTHER DIVISIONS OR DISTRICTS AORs**

At the QE meeting, April 6<sup>th</sup>, 2013, a decision was made, following a long discussion, relating to Crew Qualification for members attending Division/Flotilla QE Sessions out of their District or AORs. Members who have all Crew tasks signed off by a mentor, other than on the water tasks are welcome to participate in a QE qualification session. There should not be an expectation that by attending any exercise the candidate will be guaranteed an opportunity to complete and have signed off all on-water- tasks prior to a QE session. It is the expectation that all tasks will be accomplished in a satisfactory manner and approved by a qualified mentor well in advance of the QE session. Providing the D11N member is able to attend the event early and is able to have all the underway mentor tasks satisfactorily completed, the member’s FC or Division Commander will be

electronically notified that the candidate has accomplished all tasks and receive the approval of the FC or DCDR, to have the candidate stand for a QE qualification session. Training and QE qualification cannot be accomplished the same day.

Candidates from other Districts are welcome to attend D11N's events and train with us. For any QE qualification ride we need the approval of the member's District OTO and D11N's OTO.

**FROM DIV 5 OPS REPORT, A SIGN OF THE TIMES:**

Station Bodega Bay has made us aware that due to lack of funding they will not be able to deploy 25' Safe Boats to PA events, nor will they participate in Bodega Bay's annual "Fish Fest". Scattering of ashes will not be available until further notice. The Station expects that the Flotilla will continue to support them as "first boat" when available and appreciates the help we provide in training their personnel.

**FREE MEDICAL ALERT CARD: FROM DIV 6**

Please check out the link below and then view a completed emergency medical ID alert wallet card...it dove tails quite nicely with the PPE inspections. Our older members are at risk all the time, the rest of the membership, part of the time, and this card allows us to better serve and respond to our shipmates in times of crisis and is easy to complete. If you have a medical need and are operational you should not wear the Medical Alert bracelet while underway. But if you print and laminate this card stating the problem and suggested immediate care while others are calling for assistance it may save your life. Place the card in your right front PPE pocket and another one in your ODU front cargo pocket. During the prebrief notify the crew and coxswain of your medical condition and remind them where to look for the card giving instructions as to your immediate care.

<http://www.medids.com/free-id.php>

**ALL FACILITY EXAMS, ICS CERTIFICATES ETC.**

Either mail or email all forms/photos/tests to DIRAUX, not both. The office only needs the information once. Thank you all for trying so hard to make certain the office receives your documents, but if received twice then they may get entered twice. The time finding out the information has already been entered could be spent elsewhere. A reminder of the proper email for DIRAUX: [D11-SMB-D11AUX-Northern@USCG.MIL](mailto:D11-SMB-D11AUX-Northern@USCG.MIL) Please place in the subject line the purpose of the email and the member number.

**COMMENT BLOCKS ON ORDER REQUESTS:**

Please ensure that neither the Auxiliary or an OIA is NOT putting CG sensitive OPSEC information in the comments block of any POMS/AOM system when requesting/completing orders. The systems are not secure and may be subject to compromise from a skilled computer hacker.

**UNDERWAY HOURS FOR D11N 2013**

Mission Hours as values	11NR - Div 01	11NR - Div 03	11NR - Div 04	11NR - Div 05	11NR - Div 06	11NR - Div 08	11NR - Div 11	11NR - Div 12	Sector San Francisco
<b>CHART - Aton/Chart Update Patrol (03)</b>	0.00	0.00	0.00	14.00	0.00	0.00	0.00	0.00	<b>14.00</b>
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14.00</b>
<b>INTERCEPT - (55a) Air/Vessel Intercept</b>	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>10.00</b>
	<b>10.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.00</b>
<b>LOG - Logistics Mission (54a)</b>	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	<b>3.00</b>
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.00</b>
<b>MOM - (01a) Maritime Observation</b>	267.80	37.50	44.50	498.80	117.20	7.40	118.90	24.70	<b>1,116.80</b>
	<b>267.80</b>	<b>37.50</b>	<b>44.50</b>	<b>498.80</b>	<b>117.20</b>	<b>7.40</b>	<b>118.90</b>	<b>24.70</b>	<b>1,116.80</b>
<b>REGATTA - (02) Regatta/Safety Zone Support</b>	0.00	7.00	22.00	11.00	39.00	0.00	0.00	0.00	<b>79.00</b>
	<b>0.00</b>	<b>7.00</b>	<b>22.00</b>	<b>11.00</b>	<b>39.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>79.00</b>
<b>TRNQUALS - (22a) Ops Training (Qualifications)</b>	24.00	19.50	63.00	123.00	0.00	156.50	0.00	0.00	<b>386.00</b>
	<b>24.00</b>	<b>19.50</b>	<b>63.00</b>	<b>123.00</b>	<b>0.00</b>	<b>156.50</b>	<b>0.00</b>	<b>0.00</b>	<b>386.00</b>
<b>AUXMP - Marine Patrols (01a,01b,02,03,22a,54a,55a)</b>	<b>301.80</b>	<b>64.00</b>	<b>129.50</b>	<b>646.80</b>	<b>156.20</b>	<b>166.90</b>	<b>118.90</b>	<b>24.70</b>	<b>1,608.80</b>

## OPS CALENDAR

For flyers, regarding these events please go to the District Calendar

### OPERATIONS EVENT CALENDAR

AS OF: 17 APR 2013

<b>DATE</b>	<b>SPONSOR</b>	<b>EVENT</b>	<b>LOCATION AND POINT OF CONTACT</b>
APR 25-28	FLT 39	OPTREX	ANTLERS RESORT CONTACT CARL PIERCE 530-949-8513
APR 27-28	DIV 10	TRAIN NO QEs	LAKE KAWEAH ROD ROLLINS 559-301-4444
MAY 4	DIV 1	OPTREX	BERKELEY MARINA STEVE SALMON 510-295-9716
MAY 31ST/ JUN1ST	FLT 8-8	OPTREX	BRAITOS MARINA CLEAR LAKE BRUCE ROGERSON 707-813-1561
JUNE 22/23 <sup>RD</sup>	DIV 12	OPTREX	COAST GUARD ISL GEORGE PROWS caseyct@pacbell.net
AUG 3	DIV 11	OPTREX	LAKE TAHOE DEE DEE KINCADE 775-831-7192
AUG 9-10	DIV 7	OPTREX	JORDANELLE STATE PARK
SEPT 6	DIV 10	OPTREX	MILLERTON LAKE ROD ROLLINS svalleyrod@aol.com
SEPT 14	DIV 11	OPTREX	LAKE TAHOE DEE DEE KINCADE 775-831-7192
OCT 4,5,6	FLT 5-5	OPTREX	BODEGA BAY WILL SUMNER 707-763-1565
OCT, 26, 27	FLT 3-10	OPTREX	DELTA DEAN LACHPELLE 916-686-6065

Respectfully Submitted,

Gail



**Homeland  
Security**

**U.S. Coast Guard Auxiliary  
District 11 Northern Region**  
*Serving Northern California, Nevada, Utah*



Date: MAY 2013 (#3)  
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 of 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