

AUXDATA Order Management System (AOM) --

Guidelines for All D11N Operators (All Patrol Order Requests and Claims)

Last Revised: 17 October 2014

Target Audience

This document is intended to assist Auxiliary members requesting patrol orders and subsequent patrol claims processing in AUXDATA Order Management System (AOM) in District 11 North (D11N). It is for all types of Auxiliary operational patrols – surface (boats), land mobiles, and air patrols – and for all patrols (pre-scheduled and call-outs, reimbursable or non-reimbursable). This document should also be useful for those who help coordinate and process the requests and claims, such as Patrol Area Coordinators (PACs), Order Issuing Authorities (OIAs), station Auxiliary Liaison Officers (AuxLo's), Director of Auxiliary (DIRAUX) personnel, and others.

Auxiliarists must ensure they are “Assigned to Duty” within the meaning of reference (a), chapter 5, section J. Surface (vessels) and Land Mobile (LM) Patrols orders are to be issued by Sector San Francisco or Sector Humboldt Bay for all of each Sector's Area Of Responsibility (AOR). When Auxiliarists from other Auxiliary Regions or Districts operate within one of these Sectors, orders must come only from the Sector where the patrol will occur. This is necessary to ensure that there is only one safety management system for operations in each Sector's AOR. For Air patrols in D11N, the single OIA is Air Station San Francisco. The AOM on-line system must be used to enter and process all patrol orders for all Auxiliary facilities.

Background

The AOM system has completely replaced its predecessor Patrol Order Management System (POMS), which has been discontinued. AOM is an entirely new program, it is not an upgraded POMS, and has no link to POMS. AOM is owned and was developed entirely by the Coast Guard (CG); it is a standardized system following all CG and Auxiliary policy requirements nationally. Any members wanting patrol orders (Air, Boat, Land Mobile) are required to use AOM for all order requests, all patrol claims, and all AUXDATA (7030) inputs related to patrols. AOM went “Live” first in D14 in late 2012; D11 and others followed next after local beta testing periods, and all districts are now in production.

AOM is behind the CG firewall on their servers, so security is improved, and is fully integrated with AUXDATA and the CG's Finance Center (FinCen). It is Web-based (can access from any web-enabled computer, local software downloads needed). Separate 7030 mission activity reports are not needed – AOM is “embedded with” AUXDATA and will generate input directly (staff officers for Information Systems can verify). There is also no longer any need to print and sign hard-copies of claims, make copies, or address envelopes and mail to Sector, etc. It is all on-line and digital, saving trees and time.

The term “Operator” will be used throughout as a cumulative reference to Auxiliary members using AOM to request orders and claims. It includes Coxswains, boat Owners, Land Mobiles, and Aircraft owners/operators as appropriate.

AOM Steps Overview

AOM tracks every patrol request. It also maintains various reports and views of user accounts and other information.

Each order goes through a number of steps that migrate it through different specific “status” categories. The current status of every order is also reflected by different colors on the Calendar views. The actions that move a patrol order through its cycles are:

- “Request” Patrol Orders to initiate a new patrol request (done by Operator)
- “Approve” Orders (requires OIA review to approve or “activate” the request)
- “Complete” the claim after all claim details and receipts have been input (by Operator)
- “Submit” the claim to AUXDATA and FinCen (by OIA, after review of all info)
- “Cancelled” orders can also remain in the system (cancelled by Operator, PAC, or OIA)

Email Notifications

In AOM, each “Status Change” to an order generates one or more emails to one or more designated recipients. You cannot “reply” to these automated emails, but you can forward them to others if appropriate, such as forwarding a copy of the final Mission Report email generated for AUXDATA to others of your crew for their records.

- When you “Submit Request”, the OIA/PAC are emailed indicating a patrol request is pending for their review and/or activation.
- When the OIA or designee activates or “Approves” the request, the Operator/Requestor receives an email with all the basic patrol info (Order Number, Date, Facility, Operator, Commented Purpose, etc.). **This email is suitable for printing and meets the District requirement that you must have a copy of your orders on-board during the patrol.**
- When the Operator adds each additional crew member to the order, those crew members (or trainees) are emailed a notification that they have been added to that patrol’s records.
- When orders are “Completed” by the Operator, another email goes to OIA to review the claim details and, if satisfactory, to “Submit” to FinCen.
- When the orders are “Submitted” to the FinCen by the OIA, two more emails are sent to the Operator. One includes detailed activity information (crew, hours, etc.) as it is automatically passed on to AUXDATA for the Mission Activity Report (automated 7030 equivalent). The other email includes detailed information as to the amounts of claimed expenses (fuel, meals, SAMA, etc.) sent to the FinCen for reimbursement (some items, such as mileage, are not currently listed but will be paid as appropriate – you can check final payment details on FinCen’s web site, more below). Both of these are informational for the Operator’s records, no other action is required. However, it is recommended that the Operator forward the Activity Report email to the members of their crew on that patrol so that they each have a record of their hours and patrols for their personal files.
- If an order is Cancelled, an email to the Operator is sent along with the entered text as to why it was cancelled.
- If a Cancelled order is subsequently “re-activated”, an email is sent to the OIA for re-review and processing.

Preparing to Use AOM

AOM does require ALL users to do everything on-line, including digital signatures, scanned receipts, and ultimately direct Electronic Funds Transfer (EFT) payments from FinCen to your designated bank account.

- ✓ Ensure you have current, valid email address in AUXDATA.
- ✓ Ensure that the Auxiliary Facility you will be selecting has a current inspection on file at the District's Director of Auxiliary's office (DIRAUX) and, if you intend to use a Lead Operator other than the facility's Owner, that the inspection form or OPS-8 form is also on record and entered indicating Owner approves others as Lead (with or without Owner on board, as you desire). Also ensure that the Lead person's qualifications are up to date.
- ✓ Ensure you have a valid ID account and password on AOM. NOTE: If you already have a valid account in AUXDATA, you should be able to use that. If you do not (common), you will need to establish an account just for AOM. If you have been added (most facility owners, coxswains, land mobiles, and air craft commanders are already there), you should have received an email with your account user name and temporary password. If you do not have your email, you can try your likely user name (first initial and last name) to see if the account has been established and ask for a new password. In any event, you should check well ahead of time that you can successfully log in and visit the system before your first patrol request will be needed. In some cases, especially for new Owners, new Facilities, or particularly for new "Lead" qualifications (e.g., newly qualified coxswain, land mobile, or aircraft commander), data needs to be manually entered into AOM by DIRAUX personnel to complete the initial set up.
- ✓ Ensure also that you already have a valid EFT account established with the USCG Finance Center (FinCen). A Users Guide on how to do this is on the AOM Home page, or check the FinCen's web site for instructions for you Auxiliary account set up. Note that the FinCen's web site also provides a feature where you can request details as to the status and final itemized payments on any patrol order (within 90 days) after they process it per specified Order Document Number (a long string of digits that appears in your AOM order screens and submission emails).

The Auxiliary-relevant page at the FinCen web site is:

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

Select "EFT/ACH Enrollment Form" to set up your EFT account, or select "Auxiliary Reimbursement Detail Reports" to request a detailed report on a given patrol claim.

Some of these preparatory steps may have lead times of days or even weeks. Do not wait until it is time to get the orders request on file and then schedule a facility inspection and expect the inspection to get done, sent to DIRAUX, approved by DIRAUX as a facility, entered into AUXDATA (by volunteer staff who do not work there every day), and loaded into AOM, all in just a day or two. Similarly, establishing an EFT set up with any financial institution typically takes multiple business days. You should ensure your AOM account is set up and submit all

facility/member paperwork and EFT applications at least two weeks before you will need to enter AOM to request your first patrol, which also should then be done a minimum of 10 days before the patrol date.

There is a provision in AOM for members who cannot request orders or enter claims to still have access to view patrol orders in an area. These would be neither facility owners nor “Lead” qualified members who still have a reasonable requirement to need to check the calendar for active patrol orders, such as an OPs staff officer helping to set up an OPTREX or monthly reports but who is not a coxswain, or sometimes crew looking for possible patrol opportunities. These members can be set up in AOM with the equivalent of “read-only” access (no active privileges). This needs to be done by DIRAUX personnel on an individually requested basis.

If you need assistance, you should follow the appropriate chain within the Auxiliary. Thus you might need to check with your Flotilla and then Division staff officers for Information Systems (IS) or Operations (OP) or Communications (CM) about questions on access, facility inspections, or patrols. Specific questions on getting orders or completing claims in AOM that cannot be handled by your local resources can be directed to your Patrol Area Coordinator (PAC) for that location. A list of PACs is on the D11N web site at:
<http://ops.d11nuscgaux.info/operations/staff.html>

Accessing AOM

You access the national AOM system at: <https://ordermgmt.uscg.gov/>

In the Home page screen shot below, note the blue and grey line across the middle that allows you to go to other timely topics without having to log in. These other sections provide information such as scheduled maintenance and down time for the system, program changes that have been made (Release Notes), links to some user guides (including setting up your EFT account), and the Help Desk.

Also, there can be a notice added to this page about unscheduled down time, notices that passwords should be changed, or other announcements.



AUXDATA
Order Management
PRODUCTION - Blade Server
USCG Auxiliary - Order Management
Release 1.17.1

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

Click to access [AUXDATA Order Management](#)

****NOTE:** If you have not received an email stating that your account has been created, and that you have a user_id, you do not have access to AOM.

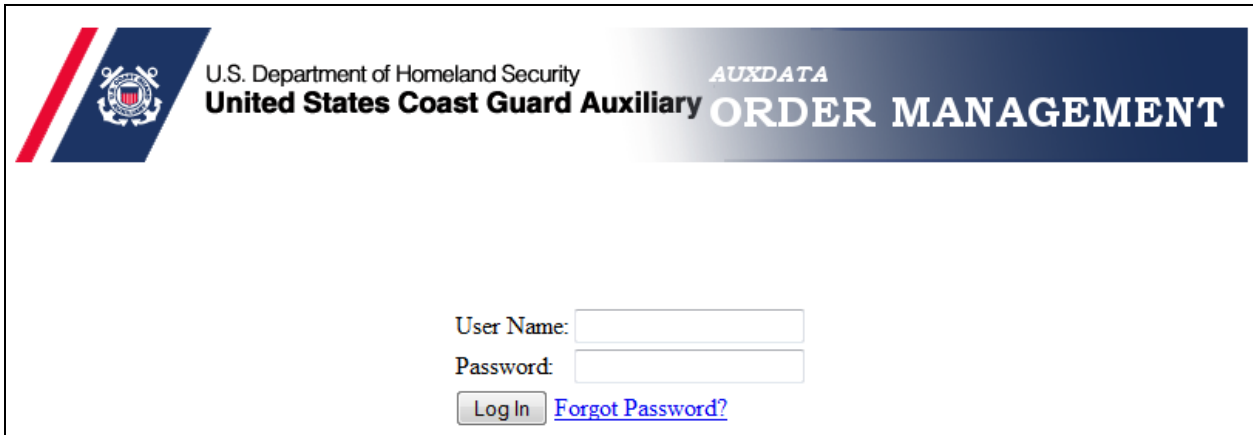
Please contact your OIA or AOM ADMIN and request to be entered into this (Training or Production) AOM blade for your sector/location.**

[New Account or Forgotten Password?](#)

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

[AUXDATA](#) | [CG Auxiliary](#) | [AUXINFO Reports](#) | [USCG](#) | [Rules of Behavior](#) | [Privacy Notice](#)

To proceed with entering order requests or claims, just click on the “AUXDATA Order Management” link near the middle of this Home page. A Log In screen will come up. Simply sign on by entering your ID or “User Name” (normally just your first initial and last name, no spaces, and it is not case sensitive) and your Password (which is case sensitive), and then clicking “Log In”.



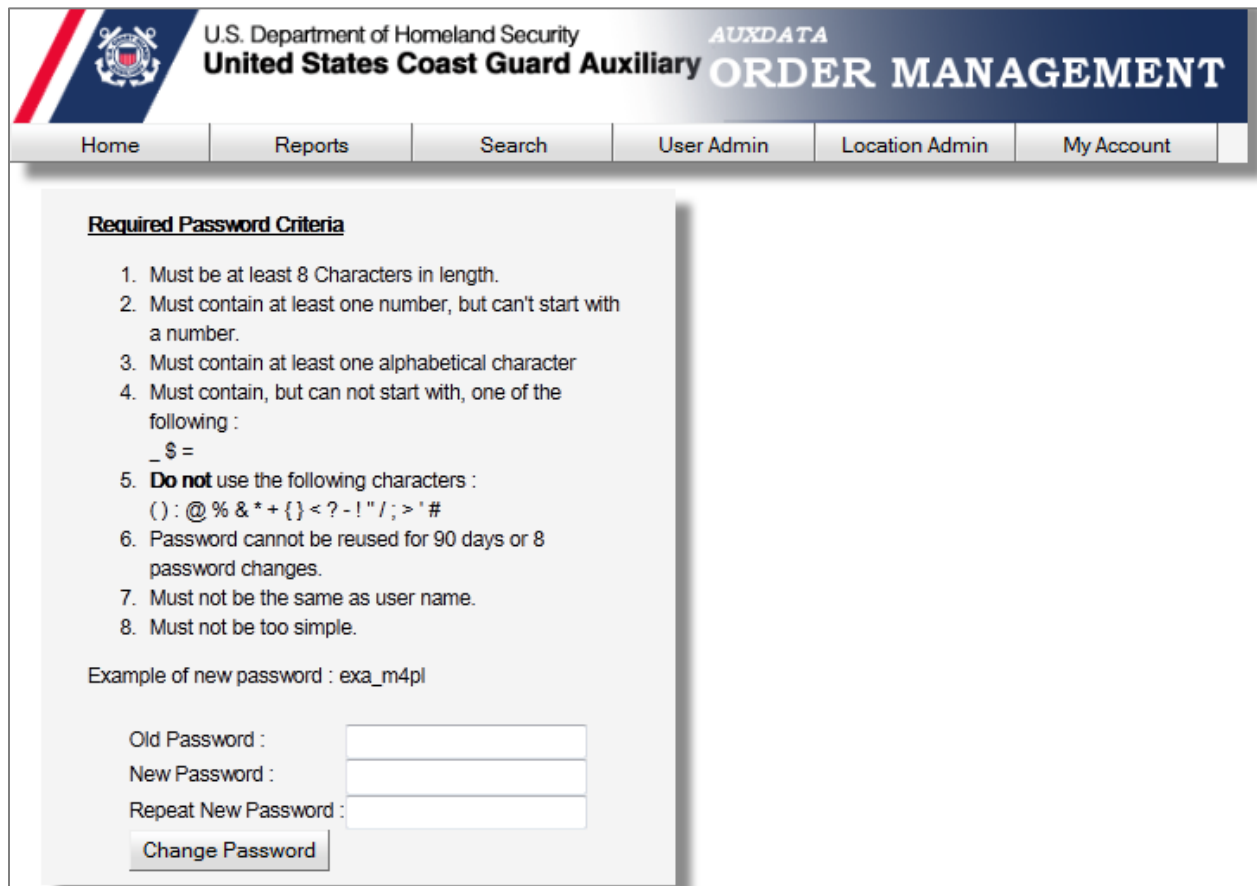
U.S. Department of Homeland Security *AUXDATA*
United States Coast Guard Auxiliary ORDER MANAGEMENT

User Name:

Password:

[Forgot Password?](#)

If you forget your password but already have an account, you would enter your User Name and click on the “Forgot Password” line instead of the Log In button. Once you get a temporary password (via email), or if you are just starting and are using a new account and an assigned password, on your first entry into AOM go to the “My Account” screen and create your own personal password. You will also use that screen to occasionally change your password (they do expire after a period of time – you will be notified if your password is nearing or past its expiration date). Be sure to pick a password that meets all the criteria which is itemized on the change password screen.



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

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 :

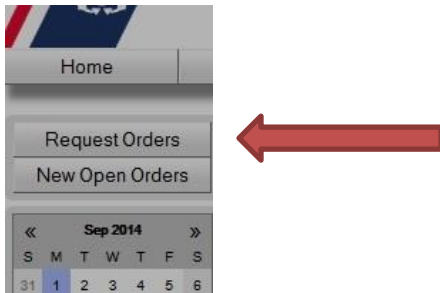
Repeat New Password :

Before the Patrol – Putting in a Request for Patrol Orders

You must first determine the need and proper authorization for any patrol has been established by the Coast Guard. Auxiliarists cannot commit to outside agencies, event sponsors, yacht clubs, or any others who may approach you to provide Auxiliary assets for any purpose without first obtaining clear approval from the CG OIA. Normally, when the CG OIA has determined a possible requirement for Auxiliary assistance, such as via Marine Event permits or requests from CG stations, they will solicit (via the appropriate area's Auxiliary PACs) Auxiliary volunteers. If you receive a request via others or think a patrol to assist some event may be needed, contact your PAC, who with coordinate via the appropriate OIA and Sector ASC (Auxiliary Sector Coordinator) to determine approval and level of support.

All requests for Patrol Orders (other than emergency Call-outs) should be entered into AOM a minimum of 1 week (preferably 10 days or more if possible) prior to the intended date of patrol. This allows lead-time for the PAC and OIA to review and approve the request, follow-up with any questions or concerns, and also allow Sector and/or CG stations to have the patrol information available for their weekly briefings.

First sign on to AOM as noted in the “Accessing AOM” sections above. At the AOM calendar page, you would select (click on) the “Request Orders” button near the upper left side of the page to obtain the orders request screen.



A new screen will appear (sample below) where you need to carefully enter the appropriate information in every field provided (except Accounting Codes) to complete the Order request:

Requesting Patrol Orders

Dept of Homeland Security
United States Coast Guard
CG-6132

Coast Guard Auxiliary Patrol Order

Aux Order Number

Facility: Owner:

Crew Required:

Owner is Operator
 Owner On Board
 Owner Not On Board

Reimburse:

Date: Sub-Unit: Patrol Type:

Patrol Time: Patrol Area:

Accounting Code

Fuel	<input type="text"/>	Comments: <input type="text"/>
Subsistence	<input type="text"/>	
SAMA - Boat	<input type="text"/>	
SAMA - Air	<input type="text"/>	
Trailing	<input type="text"/>	

Facility: Select the facility for which you want orders from the drop down menu (down arrow at the right end of this field). For many users with only one facility, there will only be one choice. Note that in cases where the facility Owner and the “Lead” person will be two different people (such as where the boat owner is not a qualified Coxswain), the Owner must request the patrol orders and then select the coxswain to be used (two fields later).

Owner: Select the appropriate Owner from the drop down menu. In many cases this will again be only one choice. If more than one owner, select the one to whom the reimbursement should be sent. If one of the listed Owners will also be the “Lead” person, normally select that one.

Owner Is Operator/On Board: Within this box, you must select one of the three choices – “Owner Is Operator” (will be the “Lead” or the coxswain of record on a vessel, “Lead” Land Mobile operator, or “Lead” air commander on an aircraft), “Owner On Board” (the Owner of the facility will not be the “Lead”, but will be on board), or “Owner Not On Board” (Owner is neither the “Lead” nor on board). In either of the latter two choices, you will then also have to designate the “Lead” person for that patrol (e.g., the designated, qualified coxswain on a boat patrol). This will be done if one of these choices is made via a new field which appears to the right of the “Owner” choices box.

Reimburse: Select if it is the Owner (default and recommended in most all cases) or someone else specified (e.g., the “Lead”, such as a Coxswain who is not the Owner). If this patrol is being requested as a non-reimbursable patrol (such as a weekday Auxiliary training patrol, not requested by the CG), then choose “non-reimbursable” in this field.

If the patrol is reimbursable but the facility being used is not eligible for CG Aux maintenance reimbursement (e.g., it is a state or other agency owned facility for which they are obligated to do maintenance under their Memorandum of Understanding, MOU, with the CG), then SAMA

payments are NOT allowed. In this field, you would choose between “Owner (or OPER) NO SAMA”.

The current guidelines is that "reimbursable" patrol orders may be requested for all CG-initiated call-outs, all patrols requested by the CG (for training with CG assets, for marine events like Fleet Week, etc.), for CG pre-approved other agency support (e.g., inland lakes), and some other reasons, including Aux.-initiated "safety patrols" if on a weekend or Federal holiday. For other patrols, such as Auxiliary crew training with our own assets during weekdays (non-federal holidays), we can request "non-reimbursable" orders. Non-reimbursable patrols still provide some appropriate liability coverage, even if no "out of pocket" costs are being covered, so may sometimes also be restricted and in any case need to be for an appropriate purpose. AOM orders are also the only way the Auxiliaries on board get credit for hours. Hours on patrols are "automatically" fed from AOM to AUXDATA, along with the claims processing, when the OIA "Submits" the final claim (whether reimbursable or not).

Date: Fill in the date for which you are requesting these orders (you can click on the little calendar that will appear by this field, ensure you are indicating the correct month, and simply click on the day you want).

Sub-Unit: Select from the drop down menu the most appropriate CG Station or Unit whose AOR you will be working in. NOTE: For vessels, always use the primary CG small boat station whose AOR you will be in wherever applicable. Do not designate Sector SF except when you will be working in an AOR that does not have a CG Station or other specific designation (like Inland Lakes), or when specifically instructed for some large events such as Fleet Week. For aircraft, always use Air Station San Francisco.

Patrol Type: Select from the drop down menu the most appropriate or primary mission patrol type for this orders request. Of course, all patrols should be “multi-mission” patrols where you are available for diversion to SAR (Search and Rescue), checking ATONs/PATONs (Aids to Navigation/Private Aids to Navigation) in passing, and other activities even if the primary purpose to go out is for a specific regatta or any other patrol designation. But this field prior to performing the patrol is used to select the primary intended activity or purpose for requesting this patrol, and later (after the patrol) when you fill in the final actual Itinerary lines you would then indicate changes between the patrol types (e.g., while doing SAR) as appropriate, with the times for each type. You would not go back after the patrol and change the intended type you put here.

Patrol Time: Select the most appropriate option for your target start time from the drop down menu (e.g., Morning, Evening).

Patrol Area: Select from the drop down menu the area you expect to be in primarily during the patrol. Your choices in this menu will depend on your previous choice in Sub-Unit to coincide with that unit’s AOR.

Comments: Sector SF’s OIA requires that, whenever requesting any surface or land mobile orders in Sector SF’s AOR, the following must be in the Comments section:

- Purpose (Patrol intentions and who requested patrol)

- Radio Guard (see Radio Guard note below)
- Other AUX (that you are planning to work with)
- Other CG/OGA

There might be other AUX/CG/OGA (Other Government Agency) units that are out in the same area as you that you have no visibility on. Just list the units that you are planning on working with, such as another Aux boat doing 2-boat towing exercises.

- Operator Info (Name of “Lead” and the cell phone number on board that will be monitored, and keep that phone where you will hear it!)
- Time mission starts to time mission ends (roughly):

AOM has some of this information elsewhere, but the report function does not provide it and it is needed in one accessible place for quick reference and to produce the daily briefing reports for Sector SF. You can shorten some of this if clear. For example, a standard patrol might be simply:

Intent: Helo/boat hoist ops with AirStaSF

Radio: StaSF, Ch 21a

Other: CG MH-65

Operator: JDoe, 415-555-1111

Times: U/W 1000, on-scene 1200-1400, end 1600

For the Radio Guard, note that all Auxiliary patrols are required to have a designated radio communications guard. The guard will normally be the small boat station whose AOR you are patrolling in, but where not practical it may instead need to be established with the Sector Command Center, a designated Auxiliary radio facility, a designated marine event Patrol Commander (PATCOM), or a local law enforcement agency dispatch center. Cellular telephones are strictly a secondary communications system and may not be used in place of a radio guard. Patrol orders will not be issued if a radio guard is not designated or not available.

For aircraft (Air Station SF OIA), the required information in the Comments section of the Request is the airport from which the aircraft will begin its patrol and the name of a qualified Air Observer on board. Radio Guard will always be Sector SF unless otherwise designated.

Accounting Codes: You do not enter or change anything in the Accounting Codes fields on the request form.

Submit Request: After you have checked that all fields are correctly filled out, you need to click on the “Submit Request” button at the bottom of the screen to enter the request in AOM.

After the Patrol – Putting in the Claim Information

After the patrol is complete, the originating owner/operator must complete the order in AOM. This should be done within a week of the completion of the patrol. Approved orders for which the claim information has not been entered and the claim signed/completed by the Operator risk being cancelled after 30 days. Remember that if for any reason you did not perform that patrol, you should go into AOM and “Cancel” that order as soon as possible once you know it is cancelled. Approved orders immediately obligate federal funds at the point of approval, so leaving un-performed patrol orders in AOM may tie up funds needed to allow later patrols.

Comments: Update the Comments field to add a short description of what was done on the patrol. If training, indicate what topics and any other units involved (e.g., “Two-boat towing with Aux Vsl xxx, anchoring, and search patterns”). If there were any SAR cases, include the references and short description. Also use the Comments field for passing information such as which crew were not aboard for the entire patrol (for AUXDATA hours adjustments by IS staff) or comments about non-standard fuel purchase (standard fuel purchase would be specific fuel purchase on that date for just that patrol and does not require comment; non-standard would be if a night patrol where fuel would need to be purchased on subsequent date or other reasons why fuel purchase was deferred or combined, and the dates of the other patrols effected). There is a limit to the total number of characters in the Comment field (but it is approximately 1,000 characters), so be clear but succinct.

Itinerary: Add a line in the Itinerary section for each time the patrol mission type changed by selecting “Add Itinerary” and entering all the data (times, Mission Type, location, etc.) for each line. See “Patrol Types” (for Mission Codes) listed earlier. Note that each line can have a different Patrol Type associated with it (and should if the patrol changed during the day, such as from a MOM patrol to a SAR prosecution). Times should all be accounted for but not overlap. Also note that all times must be the same date and cannot overlap midnight.

Patrol Types (related to the Mission Type Code):

Maritime Observation Missions (MOM). The MOM patrol is used whenever a facility is patrolling and not specifically going out to conduct training, safety zone support, PATON patrol, or any other listed category in AOM. This is the catch-all patrol type for AOM classification purposes, previously referred to as a Safety Patrol.

Regatta-Safety Zone. Auxiliary Facilities are excellent platforms to assist with managing safety zones. While Auxiliary facilities cannot enforce the provisions of a safety zone, they can educate boaters about the location and regulations of the zone. Auxiliary shall attend or call into the operational brief prior to supporting any Safety Zone patrols. Auxiliary assistance greatly reduces the active duty resources needed, and assists in education and safety of the recreational boaters.

Navigation Systems Patrol (Chart)/Waterway Management Support. For PATON patrols, District 11 (dpw), under the authorization of references (h) and (n), tasks Auxiliary facilities with verifying over 700 private aids and 50 bridges each year.

CG Operations Support. When supporting the Coast Guard, outside of safety zone support, this will be the patrol type used in AOM. Examples include ferrying support personnel to Angel Island, providing an asset for CG training such as mock boardings, or helping in other ways with marine events.

Operations Training (QUALS). When a facility is conducting training for the purpose of Auxiliary qualifications, they will use this AOM classification. Examples would be an Operational Training Exercise (OPTREX) event or Qualified Examiner (QE) check rides.

Operations Training (OPSTRNG). When conducting a training exercise and the purpose is not for qualification, this will be the AOM classification code used.

SAR Standby-Bravo Status. This patrol type can be used when the facility is moored up/landed and not patrolling. When under this category, time will not count against fatigue limits. This would not be used as the Patrol Type in a patrol orders request, but later as a status during a patrol if the facility “takes a break” during the patrol.

SAR Prosecution (SAR). If actively engaged in a SAR case, this is the classification that should be used. It is appropriate for all types of facilities while doing SAR.

If completing a SAR case and your information was not logged by an Active Duty unit, prepare a CG-4612. An example form can be found in enclosure (2). Attach this form as an additional photo attachment with your receipts files in AOM and the OIA will log it as a case in MISLE when the patrol claim is processed in AOM.

Government Support (Federal/State/Local). If providing support to a federal, state, or local entity, this will be the AOM classification category used.

Land Mobile Patrols (LMPs). LMPs are patrols that can provide radio guards in remote areas, provide coverage when Rescue 21 is down, or be used for large-scale events where extra radio coverage is needed. In accordance with references (o) and (r):

- LMPs are limited to a maximum duration of eight hours. LMP time generally starts when the operator begins travel in support of a mission and ends upon return to home or to final destination. Any extension in time must be approved by a Coast Guard OIA.
- LMPs will only be employed for a maximum of 100 miles, round trip, unless the OIA deems that mission requirements dictate otherwise.
- LMP operators will only be eligible for travel reimbursement (per mile) for missions initiated by the OIA (or sub-units) such as Command Center call-outs and missions in support of marine patrols and events where LMP communications are required to maintain radio guards or coordinate operations and logistics, as determined by the OIA or by the respective area’s Patrol Area Coordinator.
- LMP operators will submit requests for orders into the AOM before travel begins. The PAC for the AOR where the requested patrol will be conducted is responsible for validating the LMP mission and activating the orders in AOM.
- LMPs can be logged under a variety of AOM categories (a sub-set of those listed above) depending on how they were used.

Below is the itinerary portion of the claim with a single entry showing for a 6.0 hour MOM patrol for non-trailerable boat. Additional lines are added (sequentially, and without overlaps in

time) by use of the “Add Itinerary” button. Be sure to include designated lines for changes in Mission types (e.g., for SAR, or for Standby), so that all times are covered clearly.

Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission
FACILITY IN USE (MISSION)	07/28/14	930	07/28/14	1530	SF Bay	01A

AuxData Unit :

For trailerable boats there will be two additional entries normally for trailering times (before and after “Facility In Use” line). For aircraft patrols, the facility in use time starts when you get to the airport/hangar, and ends when you leave it after the patrol. The aircraft Facility In Use and mission times therefore always should start with a line for Mission 23A (preflight/brief) and end with another line for 23A (postflight/brief), with an appropriate Mission type for the flight times.

Crew: Add each crew person on board for any portion of the patrol. If not on board for the entire patrol, you will have to add notes in the Comments section that indicates who was not included for the entire time and what time they were on board. This section of the screen is also where you will indicate any meals to be reimbursed, per person. Note: for QE (Qualification Examiner) check rides, you do not enter the QE as one of your crew on board (nor do they count as one of your crew to meet minimum requirements). You would identify that you had the QE on board (and by name) via entry in the Comments field only. The QE is responsible for submitting a separate form for their time under another mission code.

Meals: The applicable meals for which reimbursement is requested must be checked in the Crew portion of the claim. If the meals are government- or sponsor-provided, you do not claim reimbursement. The default in AOM is to leave them all un-checked (as of August 2014 version of AOM). So if you provided meals to yourself and/or any other crew, check the appropriate meal category for each appropriate Auxiliary member on board.

You may not claim meal reimbursement for guests (not a CG patrol cost) nor for CG Active duty or Reserve personnel who might be on board (since the CG already provides them meal coverage out of a different set of appropriations). Only claim for meals you provided to Auxiliarists.

Remember that the maximum crew for Auxiliary surface patrols shall be no more than twice the minimum crewing requirements for normal patrols. When a mission is being conducted primarily as a training mission, coxswain judgment may prevail. But in no such case shall total number of persons on board exceed the manufacturer’s stated maximum capacity. *Furthermore,*

meal reimbursement will be for no more than the required number of crew plus 2 (e.g., for a surface vessel required to have a coxswain and two crew on board, the maximum number of each meal that can be claimed would be 5). For air patrols, maximum number on board is limited by the maximum safe number/weight limits for the specific aircraft.

You can only claim meals for times you are on patrol that match the timelines established by the CG, and for those meals that you provide. Do not put in patrol start/end times at the “cusp” of a meal time to get reimbursement for additional meals (e.g., starting at 0800 to include breakfast reimbursement). Do not claim for additional meals (e.g., both lunch and dinner) if you did not provide multiple meals. Receipts for meal costs are not required as they are paid at a fixed rate.

Meal	Times Applicable	Rate Used in 2014
Breakfast	0400 – 0800	\$2.55/person
Lunch	1000 – 1400	\$4.65/person
Dinner	1600 – 2000	\$4.65/person
Mid-day	2200 – 0200	\$2.55/person

Gallons of Fuel: The fuel reimbursement fields are for vessel and air facilities fuel only. Enter the gallons used in the facility for that patrol, whether or not you will be claiming reimbursement. Do not include any vehicle fuel (either LMPs or towing vehicles) in these fields. Vehicle fuel is calculated automatically based on the mileage that is entered when claiming mileage is authorized.

Facility Data		Automobile Data	
Gallons of Fuel :	<input type="text" value="38"/>	Gallons of Fuel :	<input type="text" value="0"/>
Engine Hours :	<input type="text" value="6"/>	Mileage :	<input type="text" value="0"/>
Expenses	Government Provided	Total (\$)	
Fuel	<input type="checkbox"/>	<input type="text" value="185.78"/>	Receipts Total: <input type="text" value="2"/>
Fuel Additives	<input type="checkbox"/>	<input type="text" value="41.42"/>	
Ice	<input type="checkbox"/>	<input type="text" value="0.00"/>	
Other Reimbursable Expenses		<input type="text" value="0.00"/>	
Reason For Other	<input type="text"/>		

Engine Hours:

For surface vessels patrols, enter (to the nearest tenth of an hour, such as 5.5 for 5 hours and 30 minutes) the time you were underway on the patrol. You do not include time on Stand-by or otherwise not underway on patrol. If you do not enter anything in this field, you will not receive any SAMA (a maintenance allowance) funds as part of your reimbursement.

For Land Mobile patrols, leave this field blank, as any “maintenance” costs are included in the “Mileage” reimbursement rates.

For aircraft, this will be the time from engine start to engine shutdown, the tach time, or the Hobbs time, depending upon the normal practices for the aircraft type (be consistent).

For both surface and aircraft patrols, the SAMA gets added automatically 1) if the orders are reimbursable and neither of the “xx_NO_SAMA” options were selected in the reimbursement field, and 2) Engine Hours are entered (not to exceed the underway time in the Itinerary lines, of course). SAMA is computed at so many dollars per engine hour depending on a pre-determined category rate established for that facility by DIRAUX. The categories depend on the type (boat or aircraft) and size of the facility, number of engines, and other factors. This is to help defray the costs the owners have for wear and tear, haul outs, bottom paint, zincs, engine overhauls, whatever. There is no SAMA paid if it is not an Auxiliarist-owned facility (e.g., a boat supplied and maintained by a State agency), as the Auxiliarists are not paying for normal maintenance.

Mileage: Mileage is only reimbursed when trailering a facility or for Land Mobile Patrols (LMPs). Mileage is the only field that needs to be completed for such vehicle use (ignore the “Gallons of Fuel” field above the Mileage field and leave it blank). There is a fixed rate for the reimbursement (in 2014, the rate was \$0.565 per mile). Do not include mileage to drive to the marina or airport where a boat or aircraft is located or similar travel. For boats in the water (not trailered) or aircraft patrols, this field is to be left blank.

Expenses: A matching receipt must be uploaded for any and all expenses claimed (not for mileage figures). Do not claim fuel if it was government-provided (or check the “Government Provided” box) or otherwise not charged for. There are 4 fields in which to enter the dollar amounts (just numbers, no “\$”), depending on the category of the expense:

Fuel: This is where you enter the amount you paid for fuel for the boat or aircraft.

Fuel Additives: This is for required engine/fuel additives, such as separate oil added to the fuel for 2-stroke gasoline engines. Do NOT include general additional “maintenance” items such as oil for oil changes, lubes, hydraulic fluids, or other items which are considered normal maintenance and thus considered covered by SAMA.

Ice: If you had to purchase ice, include the costs here.

Other Reimbursable Expenses: If you incurred other authorized reimbursable costs directly due to the patrol, you may enter the costs here, and then in the “Reason for Other” field below that you must list the items. Those types of direct patrol costs that would normally be covered include boat launch ramp fees (if you were required to pay them – most park services and marinas allow Auxiliary Patrol boats to launch for free), invasive species inspection fees (many lakes now require trailerable boats to be inspected, and Auxiliary boats coming from another body of water are not exempted), airport landing fees (if required to be paid), bridge tolls (for trailerable boats and LMPs), and similar direct expenses. You cannot include damage claims (must submit separate damage claim forms), gear losses, maintenance cost items (considered covered by SAMA), hotels/flights or similar travel expenses (requires Travel Orders), any food/drink costs (considered covered by Meal reimbursements), or other random costs of the patrol. The OIA has the authority to selectively authorize reimbursement of some items which are not automatically covered in standard patrols, such as overnight boat slip/berth payments between multi-day patrols. If you expect to incur such costs and want reimbursement

for them, be sure to get the authorization for that from the applicable OIA prior to the patrol and claim.

Receipts: The claimant must digitally attach all receipts for any reimbursable expenses in each category (not just those over \$75.00 as the AOM text implies, as this District requires receipts for ALL expenses). This includes fuel, additives, ice and “others” (bridge tolls, launch fees, etc.) that you wish to claim. If a receipt is not attached, there will not be any reimbursement for that claimed amount. Receipts must be scanned or digitally photographed (via camera, smart phone, etc.) to be included. Ensure that the resulting .jpg (preferred) or other format result is clear and readable before uploading it in AOM. Have the scanned or photographed file available ahead of filling out the claim, then at this point click on the “Receipts” button and follow the steps to browse your computer files for the relevant file(s) and upload each. It is helpful to name each file with a useful title (such as “FuelRct29Aug2014”).

Complete the Claim and Sign

Once you have entered all the data and reviewed your entries, you are ready to digitally sign and “Complete” your claim. You can “Save” your claim at any time as well. To sign the claim, you would click on the signature field and you will be asked to again enter your current password. You may have to sign twice (if Owner and Operator), or there may need to be two different signatures if these are not the same members. You can only sign for yourself (the person logged into the system). Since the entire system is on-line, then it is a simple step for the second person to sign on after the first has completed all their entries and signed, and also then sign by their name. Once all the data and signatures have been entered, then either the Owner or Operator can click on the “Complete” button on the bottom to complete that claim, and it will go to the OIA for final review and subsequent submission to the FinCen.

Order History

There is also an “Order History” item at the lower left-hand corner of the claim screen (you may have to scroll down to see it) that you can click on at any time to see the dates and persons who advanced that order thought each cycle. This will show when the Operator first put in the Order Request, when the OIA/designee Approved it, when the claim was Completed (or Cancelled), and when it was Submitted to the FinCen (and, in each case, by whom).

Some Things AOM is Not

AOM is for Auxiliary patrol orders, including 1) handling any authorized reimbursable expenses for patrols and also 2) the crediting of the mission activity hours for all members on board during patrols. It is NOT for handling Travel Orders, nor those expenses that instead can only be authorized and claimed via the Travel Orders process, such as hotel rooms, airplane tickets, or other travel expenses. Separate Travel Orders must be obtained for such items, whether associated in some way with patrols or not. For example, a Qualifications Examiner (QE) might be authorized Travel Orders to go to on out-of-state OPTREX for QE exams they will perform on vessels which themselves are on patrol orders.

AOM and standard Orders Claims do NOT cover, nor are used for, Damage or loss claims. If an Auxiliary facility suffers some damage while on patrol, any subsequent requests for damage

reimbursement must be handled entirely via the separate Damage Claim process, Reference (p). While you should report the damage immediately while on patrol to your controlling station, and record it in the Comments field of the order claim for reference, the details for any financial reimbursement will be submitted and handled via the Damage Claim process. You should also fill out a Mishap Report Worksheet (when reporting any damage or injuries) and submit a copy of that with your Patrol Claim.

REFERENCES:

- (a) Auxiliary Manual, COMDTINST M16790.1 (series)
- (b) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
- (c) Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
- (d) U.S. Coast Guard Boat Operations and Training Manual, Vol. 1, COMDTINST M16114.32 (series)
- (e) Auxiliary Boat Crew Manual, COMDTINST M16798.28
- (f) Coast Guard Addendum to the U.S. National Search and Rescue Supplement to the International Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series)
- (g) Team Coordination Handbook, COMDTINST 1541.1
- (h) Auxiliary Aids to Navigation Program, COMDTINST 16500.16
- (i) Rescue and Survival Systems Manual, COMDTINST M10470.10
- (j) Telecommunications Manual, COMDTINST M2000.3D
- (k) Memorandum of Agreement Between the USCG and State of Utah
- (l) Memorandum of Agreement Between the USCG and State of California
- (m) District 11 SOP
- (n) Coast Guard Aids to Navigation Manual, COMDTINST 16500.7
- (o) District Eleven Northern Region (D11NR) Policy for Land Mobile Patrol Authorization
- (p) Auxiliary Claims Handbook; Enclosure (1) to MLCLANTINST 5890.3A
- (q) Safety and Environmental Health Manual, COMDTINST M5100.47
- (r) District Eleven Northern Region Policy for Land Mobile Patrol (LMP) Authorization