

FROM: CWO4 Rick Clark
D5NR AOM District Program Manager

12 FEB 18

TO: All 5NR members processing orders in AOM
(Owner/Operators, OPCOM's, SO-OP's and ADSO-OP's)

Subj: 2018 AOM Submission Policy & AOM Guide

UPDATED 2018 AOM ORDER SUBMISSION POLICY: The below timelines and flowchart have been established to allow for proper oversight and management of the Patrol Orders (including Radio Watch) and the distribution of reimbursable expenses via AOM and CG FINCEN.

PRIOR TO PATROL

1. ORDER "REQUESTS": Owner/Operators (or their designated proxy) request Orders at least **7 days in advance** of the patrol date. Patrol Orders requested inside the seven day window may be authorized, at the discretion of the Division SO-OP, OPCOM, or OTO. Reminder: For Western and Central Areas, **comments box must include Coxswain's Cell phone number and anticipated Patrol times.** If these are not listed; orders should NOT be approved by the OPCOM/OIA until the comments are entered.

2. SO-OP ENDORSEMENT PROCESS: Division SO-Ops shall manage their own patrol areas and endorse all Patrol Orders at the Auxiliary level conducted in their respective AORs. Management should include establishing schedules and managing requests to maintain an equitable distribution of Patrol Orders for all qualified members who wish to participate. **The SO-OP, or ADSO-OP if SO-OP is not available, shall endorse the patrol order by typing "Endorsed by DIV XX SO-OP or ADSO-OP" in the comments section of the patrol order.** The order requester must verify that the Patrol Order was endorsed by the SO-OP/ADSO-OP.

3. ORDER "APPROVALS": The OPCOM (STA CO/OIC, SECTOR DELBAY IMD active duty personnel) must approve all orders in AOM **prior to Wednesday** for the weekend's patrols; sooner if possible to allow for Coxswains to gather adequate crews and/or Radio Watchstanders. (This gives the ADSO-OP's time to compile their Patrol Schedules for submission to the Sector Command Center prior to Friday evening). Weekday (Training or Special Event) Orders should be approved **3 days in advance** of the patrol when feasible. When needed and issued by OPCOM, **immediate SAR Orders may be verbal.** All appropriate AOM requests/approvals must then be completed as soon as practical after the patrol, but no later than **72 hours** after the end of the patrol.

POST PATROL

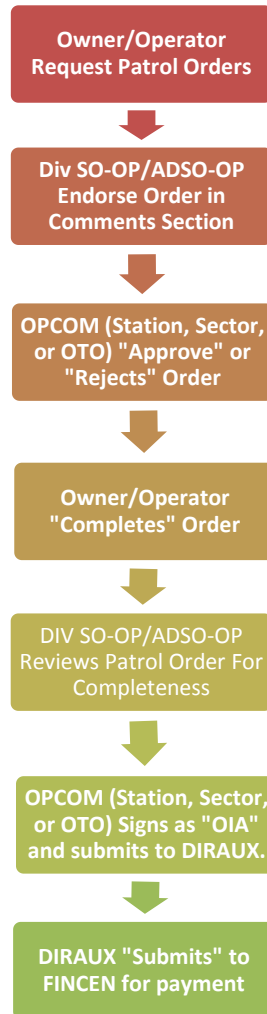
4. ORDER "COMPLETION": Owner/operators have **3 days** after the patrol date to fill out the Patrol Orders (Create itinerary/add Crew/upload Receipts, etc.) sign the orders and then hit "**Complete Orders**". Members being reimbursed MUST sign the orders as either owner or operator. All Orders not completed will be auto cancelled by DIRAUX 21 days after the date of the patrol; this includes patrols that were done, but still waiting for completion in AOM. **Reminder: Comments box MUST include the calculated GAR Score's and SO-OP/ADSO-OP endorsement statement. Once the Owner/Operator "Completes" the orders, The DIV SO-OP, or his/her representative, shall verify the information from the patrol is accurate and complete. Patrol orders submitted without receipts, GAR scores, or outside the allotted time period, may be subject to delay in processing. Note: Auxiliarist's do not have OIA authority in AOMS and shall not "Approve" or "Sign" as OIA for patrol orders.**

5. OIA / SIGNATURE/APPROVAL: Once the patrol order is completed by the Owner/Operator, and reviewed by the SO-OP/ADSO-OP, the order will be digitally signed by the OIA. The OPCOM (OIA STA CO/OIC DESIGNEE, SECTOR DELBAY IMD active duty personnel) have **3 days** to review their patrol Orders, resolve any obvious discrepancies, ensure that a GAR score is included in the comments box, and digitally sign the orders in the OIA Signature Line. This is now a max of **6 days** from the patrol date.

6. DIRAUX "SUBMIT to FINCEN": Ideally all orders should be "Submitted to FINCEN" within 3 days of OIA signature. This is a total of 9 days max after the patrol has been completed. After appropriate attempts via email and phone calls to the Owner, Operator, or SO-OP, any Patrol Orders still not acted upon after 21 days from the patrol date will be *AUTO CANCELLED* by DIRAUX. These patrol orders are similar to a blank check sitting unaccounted for and cannot be left unexpended any longer without proper justification. Only the AOM District Manager can re-activate cancelled orders.

Note: If anyone in the process will be away or unable to complete their responsibilities for any reason (Medical/Vacation, etc..) they must communicate with their alternate to ensure timely order submissions to comply with the above timelines.

****SEE FLOWCHART ON NEXT PAGE****



AOM PATROL ORDER APPROVAL PROCESS

- A. **AUXILIARY PATROL ORDER APPROVAL PROCESS** The patrol order approval process is established to provide visibility for the Auxiliary and the CG Active Duty. Each level of the process has specific requirements to be met to ensure compliance.

The approval chain is as follows:

- Owner/Operator Submits Patrol Request

- SO-OP Reviews and endorses patrol in the comments section i.e. “Endorsed by Div-xx SO-OP”. **SO-OP’s no longer have OIA authority in AOM**
- Station/OIA Approves/Deny Requests (normally BM assigned by CO/OIC)
- Owner/Operator Completes Patrol Request
- Div SO-OP/ADSO-OP shall verify the information from the patrol is accurate and complete
- Station/OIA Digitally “sign” patrol order (normally BM assigned by CO/OIC)
- DIRAUX/Final Review and Submits to FINCEN

STEP-BY-STEP Instructions

1. Owner Operator (Initial request procedures):

The screenshot shows the 'Requesting Patrol Orders' screen within the 'Coast Guard Auxiliary Patrol Order Management' system. The interface includes a header with the U.S. Department of Homeland Security and United States Coast Guard Auxiliary logos. A sidebar on the left contains navigation links: 'Request Orders', 'New Open Orders', a calendar, and status filters (Requested, Approved, Completed, Submitted, Cancelled, Open, All). The main form area contains the following fields and sections:

- Facility:** A dropdown menu.
- Owner:** A dropdown menu with a list of options: 'Owner Is Operator', 'Owner On Board', 'Owner Not On Board'.
- Crew Required:** A section with a 'Relationship' dropdown set to 'OWNER'.
- Date:** A date input field.
- Sub-Unit:** A dropdown menu.
- Patrol Type:** A dropdown menu.
- Patrol Time:** A dropdown menu.
- Patrol Area:** A dropdown menu.
- Accounting Code:** A section with five dropdown menus: 'Fuel', 'Subsistence', 'SAMA - Boat', 'SAMA - Air', and 'Trailering'.
- Comments:** A text area for additional information.
- Buttons:** 'Submit Request' and 'Close (Without Saving)' at the bottom.

To request orders put your cursor on and click **REQUEST ORDERS**. This will open the Requesting Patrol Orders screen above.

- TO request patrol orders select the following from the drop-down boxes:
 - FACILITY
 - OWNER (automatic fills in if one owner)

The screenshot shows the 'Requesting Patrol Order' window for the 'Coast Guard Auxiliary Patrol Order'. The background form contains fields for Facility, Facility Name, Facility ID, Call Sign, Facility Type, Inspection Date, Crew Required, Date, and Patrol Time. A 'Select Operator' button is visible. Overlaid on this is a 'Search For: Operators' dialog box. This dialog has radio buttons for 'Member ID' (selected) and 'Name'. Below these is a search input field and a 'Search' button. At the bottom of the dialog is a table with columns 'Member ID', 'Name', and 'Qualifications'. A large yellow arrow points to the 'Qualifications' column header. The dialog also has 'Select' and 'Close' buttons at the bottom right.

- OWNER STATUS
 - If owner will not be the coxswain, choose OWNER ON BOARD. or OWNER NOT ON BOARD.
 - If OWNER ON BOARD is selected the SELECT OPERATOR Box above will open to search for Coxswain/Aircraft Commander by Member ID number or last name. Highlight name, put your cursor on and click **SELECT**.
 - If OWNER NOT ON BOARD is selected then a drop-down box appears with the names of Coxswains/Air Commanders authorized to use the boat or aircraft in absence of the owner. This authorization is submitted with the annual Inspection and Offer for Use form.
- REIMBURSE OWNER or OPERATOR (select now, cannot be corrected after approval).
- DATE
- SUB-UNIT (Division)
- PATROL TYPE: Order Requests must include information in comments or request may be rejected by OIA/OPCOM.
 - **01A:** MOM Multi-Mission Safety Patrol requires purpose and area of patrol.
 - **22A:** Qualifications requires QE aboard (name if known).
 - **02:** Regatta/Safety Zone requires Marine Permit Number and name of requesting Coast Guard Officer.

- **03:** NAV Systems Patrol requires name of requesting Coast Guard Officer (ATONS) or DSO-NS/SO-NS (PATONS)
- **54A:** Logistics Mission requires name of requesting Coast Guard Officer (primarily air mission).
- **55A:** Air/Vessel Intercept requires name of requesting Coast Guard Officer (primarily air mission).
- The Mission Codes used in D5SR are listed above; others listed in AOM are not used and may not be counted towards u/w time.
- PATROL TIME
- PATROL AREA
- Remember you must include additional information in COMMENTS
- Comments:
 - ❖ Initial request:
 - Exact patrol area and reason for patrol. (Example: MOM patrol Area 12 Schuylkill River to Betsy Ross Bridge)
 - If conducting Training what kind of training. (Example: SAR Patterns)
 - If QE-Check-ride, identify the QE by name (Example: QE-Don Merrill)
 - If patrol requested by another CG unit name unit and reason (Example: CG ANT Philadelphia PATON Verification)
 - ❖ Post Patrol:
 - Provide PPE Status (Example: All PPE in good working Order) If PPE is not in good working order the PPE shall be corrected/replaced prior to patrol.
 - GAR Score (Example GAR: 19)

Accounting codes are auto-filled by FINCEN, do not change these 4 lines.

NOTE: Clicking on **CLOSE (WITHOUT SAVING)** will delete all data entered and cancel request.

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

Requesting Patrol Orders

Dept of Homeland Security
United States Coast Guard
CG-9132

Coast Guard Auxiliary Patrol Order

Aux Order Number

Facility: [Dropdown] Owner: [Dropdown]

Facility Name: [Text]
Facility ID: VAE1375A
Call Sign: 27137
Facility Type: 0
Inspection Date: FEB-03-2012
Crew Required: 3
Reimburse: OWNER

Date: 2013-02-04 Sub-Unit: DIV 3 Patrol Type: 01A MARITIME OBSERVATION (MOM)

Patrol Time: MIDDAY Patrol Area: [Dropdown]

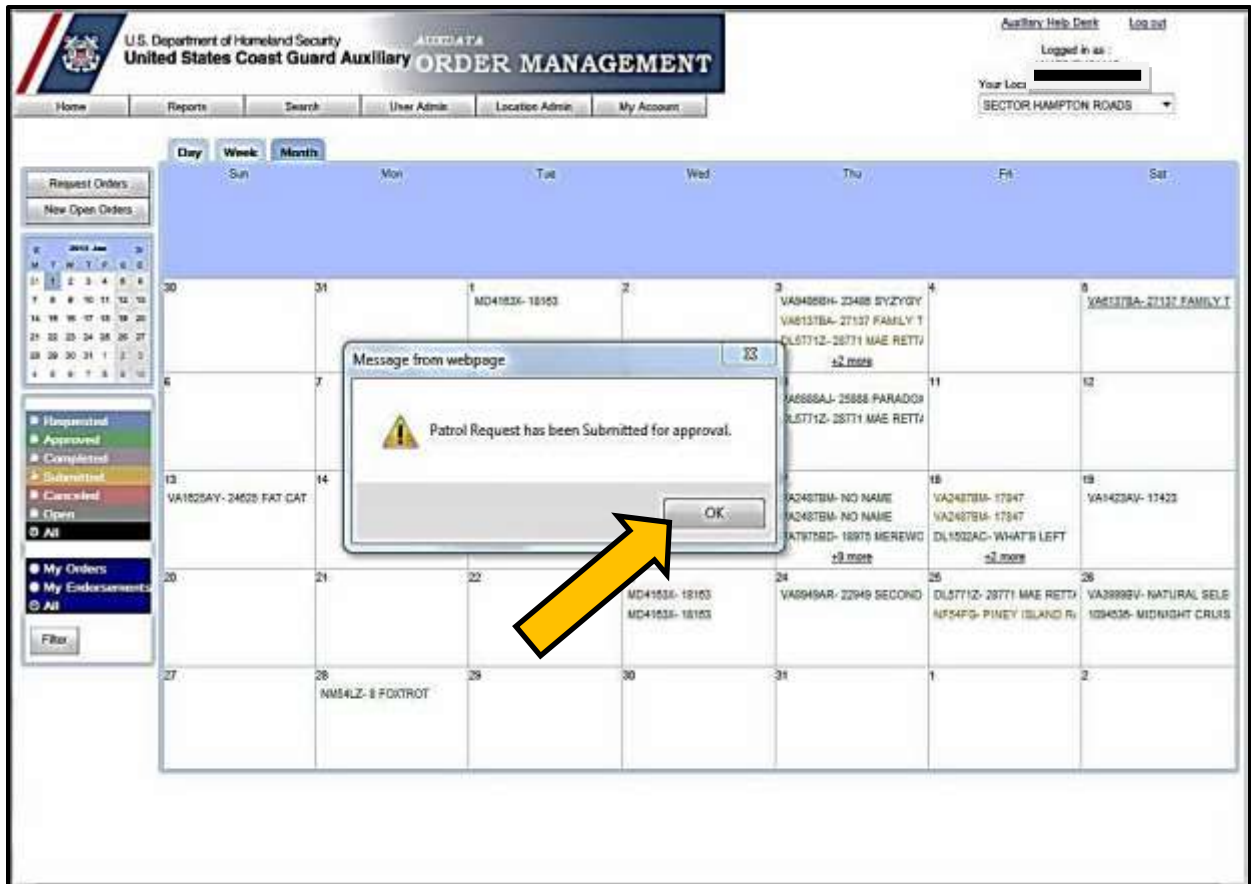
Accounting Code

Accounting Code	Description
2/5 301 105 30 0 YD 73000 2637	Fuel
2/K 301 299 11 0 AX 73000 2633	Subsistence
2/5 301 105 30 0 AX 73000 2579	SANNA - Boat
2/5 301 105 30 0 YD 73000 2634	Trailering

Comments:
Order requests other than 01A must include (S name (23)) or officer requesting (02, 04, 049, 31A). Orders not used.

Submit Request Close (Without Saving)

Carefully review all Patrol Request data, make sure you have included mission comments, then put your cursor on and click **SUBMIT REQUEST.**



Once **SUBMIT REQUEST** is clicked one of 2 things will happen:

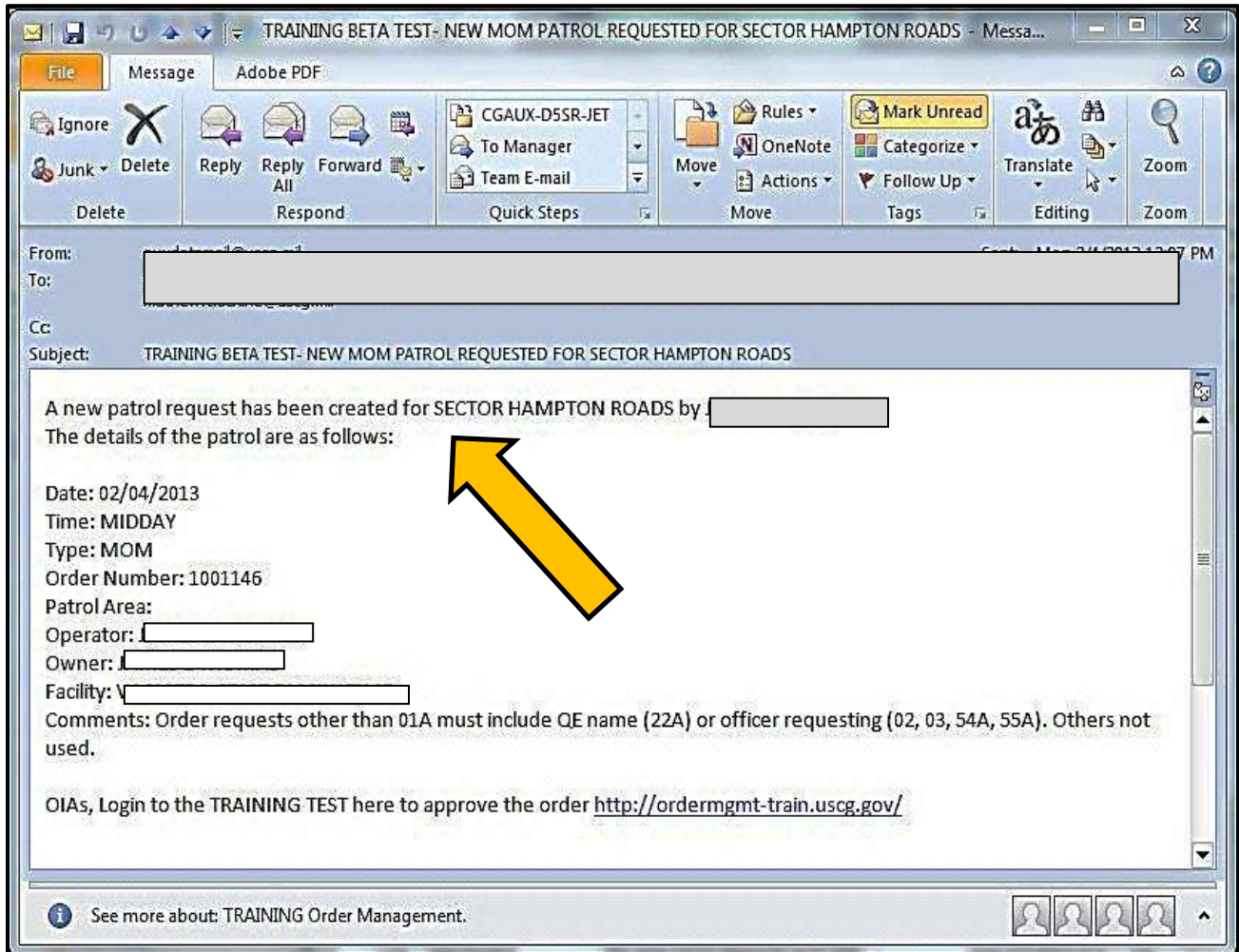
- The Requesting Patrol Order screen stays open and a pop-up message regarding MISSING INFORMATION appears, or
- The Requesting Patrol Orders screen closes and the pop-up message PATROL REQUEST HAS BEEN SUBMITTED FOR APPROVAL appears.

Put your cursor on and click **OK** to return to the Requesting Patrol Orders screen complete the missing data or return to the Calendar View screen.

The Facility appears on the Calendar in **BLUE** as a Requested Patrol.

NOTE: When you click **SUBMIT REQUEST** read the pop-up message box carefully to make sure there is no missing information and that it denotes the request is being submitted for approval.

2. **SO-OP/ ADSO-OP:** Is an Auxiliary level reviewer. Not an official patrol approval or OIA, but it is recommended the OIA utilize their input. The SO-OP will be able to provide continuity and more insight regarding the facility and member capabilities than the OIA might not have routine access to.



AOM generates an e-mail to the OIA given the responsibility for reviewing Patrol Orders that a patrol has been requested. The Owner/Operator also receives this e-mail as confirmation of the request. The Owner/Operator must forward this email to the SO-OP since they do not receive it. This ensures the SO-OP has visibility of patrols within their AOR, and the patrol order is properly endorsed.

NOTE: This e-mail does not constitute approval; it is simply a notice for the OIA to login and review the request.

- ❖ *The SO-OP reviews the request checking in remarks for patrol assignment details and appropriate Mission Code use, then the SO-OP should write “DIV-XX SO-OP endorses or does not endorse” in comments.*

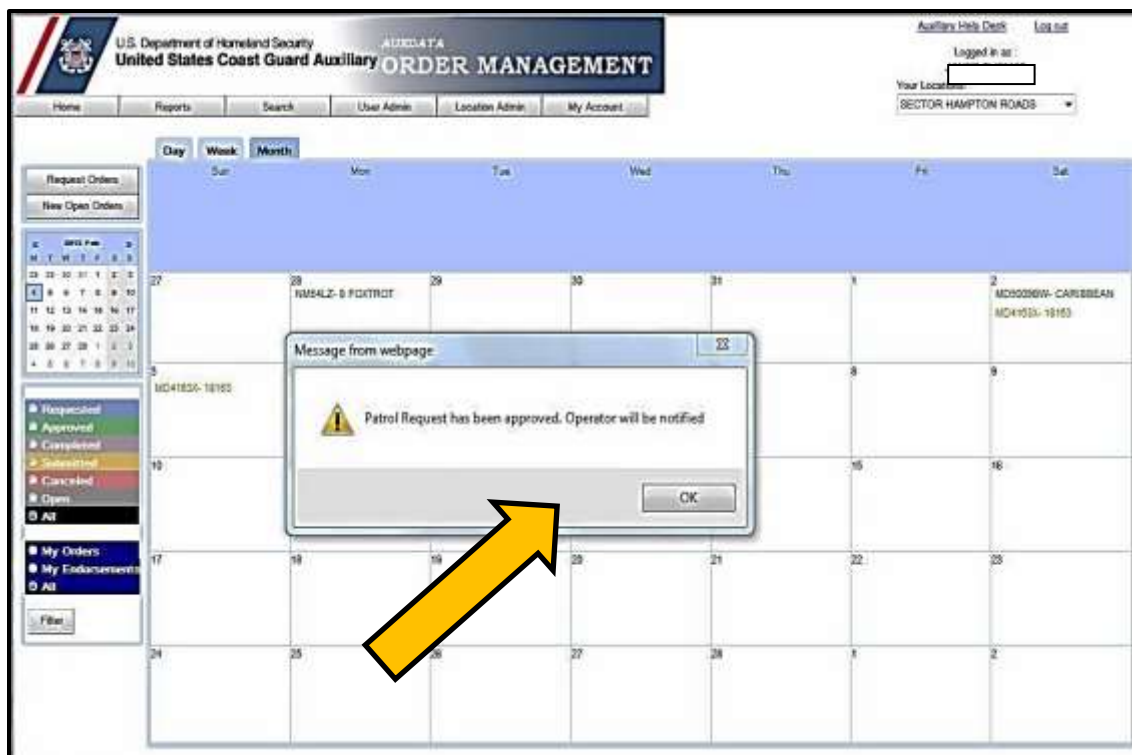
3. **OIA:** The OIA reviews the request checking in remarks for patrol assignment details and appropriate Mission Code use, then either approves or rejects the patrol request.

The screenshot displays the 'Coast Guard Auxiliary Patrol Order' management interface. The form includes the following fields and sections:

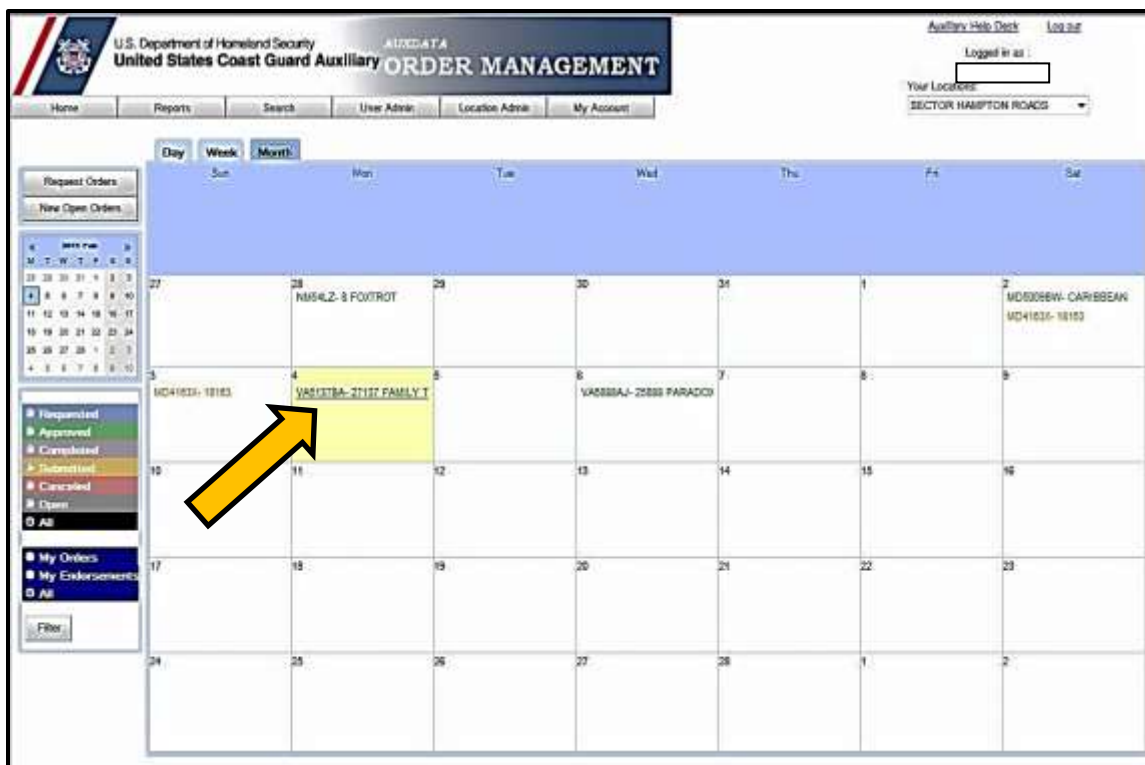
- Header:** U.S. Department of Homeland Security, United States Coast Guard Auxiliary, ORDER MANAGEMENT.
- Request Details:** Requested Patrol Order: 1001146, Dept of Homeland Security, United States Coast Guard, CG-5132.
- Facility Information:** Facility Name: 27137 FAMILY TIME, Facility ID: VA61378A, Call Sign: 27137, Facility Type: 0, Inspection Date: FEB-03-2012, Crew Required: 3.
- Owner/Operator:** Owner: [Redacted], Operator: [Redacted].
- Reimburse:** OWNER.
- Date/Time/Location:** Date: 2/13/2012, Sub-Unit: [Redacted], Patrol Type: DPA MARITIME OBSERVATION (MOM), Patrol Time: WEDDAY, Patrol Area: [Redacted].
- Accounting Code:**
 - Fuel: 2/6 301 106 33 6 1/2 7350 2637
 - Subsistence: 2/6 301 299 11 0 AM 7350 1500
 - SAMA - Boat: 2/6 301 106 33 6 AM 7350 251P
 - Tracking: 2/6 301 106 33 6 1/2 7350 2634
- Comments:** Order requests other than 01A must include 06 name (02A) or officers requesting (02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

- Buttons:** Approve Request, Delete Request, Deny Request, Close (Without Saving), Edit.

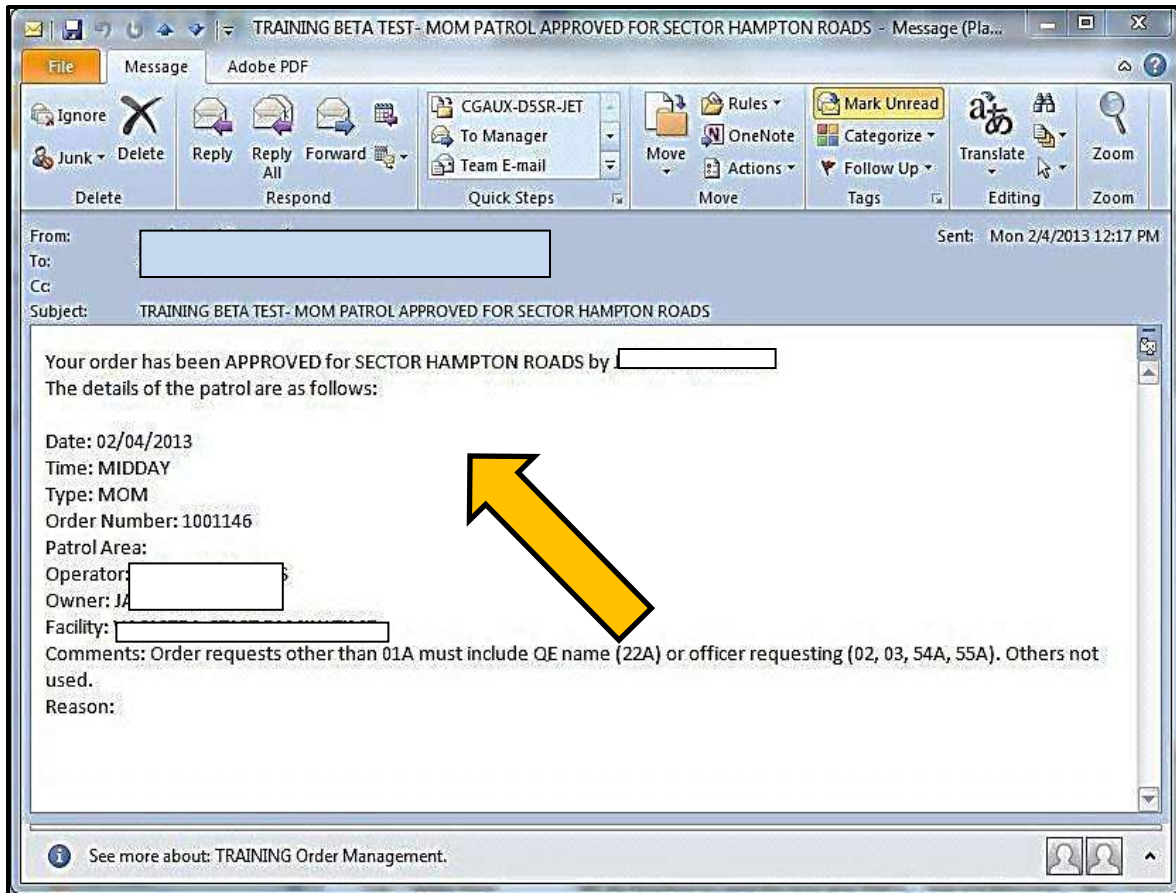
- The OIA can APPROVE REQUEST, DELETE REQUEST, DENY REQUEST, or CLOSE (Without Saving).
- If a Mission Code is selected without comments the OIA may simply DENY REQUEST and request that mission information be added in Remarks.



- If approved the OIA receives a pop-up message PATROL REQUEST HAS BEEN APPROVED, OPERATOR WILL BE NOTIFIED.
- OIA puts cursor on and clicks **OK** to return to the Calendar View screen.



- The Facility changes on the Calendar from **BLUE** as a Requested Patrol to **GREEN** as an Approved Patrol.



- AOM generates an e-mail to the Owner/Operator that the Patrol Request has been approved by the appropriate OIA.

NOTE: After the Patrol Order is approved the Owner/Operator can log into AOM, put cursor on and click on the appropriate patrol, put cursor on and click on ADD CREW, then follow the ADD CREW process on page #21 to enter your scheduled crew. AOM will verify that each selected member is qualified. But remember that the member must be qualified on the date of the patrol; qualifications can change if checked days/weeks in advance.

4. **Owner Operator** (Complete Orders): After the approved Patrol is completed log back into AOM and put your cursor on and click the appropriate patrol on the Calendar view (Image #17). This will open the Orders so you can complete the patrol/air mission data.

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Air Order Number : 100146
Document ID :

Facility : 27137 FAMILY TIME
Facility Name : 27137 FAMILY TIME
Facility ID : VAB137RA
Call Sign : 27137
Facility Type : G
Inspection Date : FEB-02-2012
Crew Required : 1

Owner :

Reimburse : OWNER

Date : 2013-02-24
Sub-Unit :
Patrol Time : WEDDAY
Patrol Area :
Patrol Type : SEA MANTINE OBSERVATION WOM

Accounting Code

Code	Description
S/S 301 105 30 0 YD 73000 2837	Fuel
J/N 301 238 11 0 AX 72000 3323	Subsistence
S/S 301 105 30 0 AH 72000 2577	SAMA - Boat
S/S 301 105 30 0 YD 72000 3434	Trailer

Comments:
Order requests within 60 days of AOM auto-cancelled (22, 64, 54, 55). Others not used.

Facility Data

Start Date	Start Time	End Date	End Time	Location	Mission

Automobile Data

Gallons of Fuel	Engine Hours	Gallons of Fuel	Mileage
0	0	0	0

Expenses

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	<input type="checkbox"/>	0.00

Reason For Other:

Government Provided

Government Provided	Breakfast	Lunch	Dinner	Mid-Rations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Claimant: Sign

Signature of Operator: Sign

Signature of OIA: Sign

Buttons: Save, Complete Order, Cancel Order, Close (Without Saving)

NOTE: CLAIMANT (Owner) or OPERATOR (Coxswain/Aircraft Commander) must enter patrol data and complete (submit) within 60-days or AOM auto-cancels the Patrol Order. No patrol data is auto-entered into AUXDATA until the patrol data is entered into AOM and approved by OIA and OIA/AOM Administrator.

The Facility, Owner, & Operator are propagated from the original Patrol Order Request.

- To complete the patrol data:
 - REIMBURSE Owner or Operator (already selected in order request).
 - Confirm DATE.
 - Confirm SUB-UNIT (Division).
 - Confirm PATROL TYPE (appropriate Mission Code).
 - Select PATROL TIME.
 - Select PATROL AREA (if available).
 - ACCOUNTING CODES are locked.
 - Verify and/or correct COMMENTS.

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number : 1001146
Document ID :

Facility :
Facility Name : 27137 FAMILY TIME
Facility ID :
Call Sign :
Facility Type : 0
Inspection Date : FEB-02-2012
Crew Required : 3

Owner:
Reimburse: OWNER

Date: 2013-02-04 Sub-Unit: Patrol Type: 01A: MARITIME OBSERVATION MOM

Patrol Time: MIDDAY Patrol Area:

Add Itinerary/Mission for this Order

Itinerary: FACILITY IN USE (MISSION) Mission Code: AUXMP 01A OPCON: 05-30287 CG STA MILFORD HAVEN

Start Date: 2013-02-04 Start Time (Use 24hr): H: 09 M: 08 End Date: 2013-02-04 End Time (Use 24hr): H: 15 M: 37

Mission Details

Location: Rappahannock River Assists: 0 Waters: NAVIGABLE

SAR Details

Lives Saved: Persons Assisted: Property Value: Case Number:

Add Close

Member ID: Position: Breakfast Lunch Dinner Mid

LEAD

Reason For Other

Government Provided

Signature of Claimant: Signature of Operator: Signature of OIA:

sign sign sign

Order History Save Complete Order Cancel Order Close (Without Saving)

- Put your cursor on and click **ADD ITINERARY**. The itinerary box opens.
 - Confirm or correct MISSION CODE. At times the mission of a patrol will change after the order request and approval. The Mission Code can be updated at this time (if mission changed after approval) but is subject to OIA approval or rejection based on remarks in comments (see red note next page).
 - Select OPCON Code for CG unit supported (usually Station, Aids to Navigation Team, or Air Station).
 - Enter START TIME Hours & Minutes (2 digits each for hrs & min).
 - Enter END TIME Hours & Minutes (2 digits each for hrs & min).
 - Enter LOCATION (river, lake, bay, etc).
 - Select appropriate WATERS.
 - ASSISTS info Mission Code 24 (SAR) segment only.
 - If Mission Code 24 enter SAR DETAILS across the bottom line.
 - Put your cursor on and click **ADD**.

NOTE: Unit SAR Case # or MISLE # required for Mission Code 24 (SAR). Patrols that include SAR data without Unit SAR Case # or MISLE # will be rejected by OIA.

- ***Repeat ADD ITINERARY procedure for each mission segment. If entire patrol is 01A then only 1 segment is used. If multiple segments then END TIME is for that segment.***

NOTE: Coxswains/Aircraft Commanders do not change Mission Code during a patrol/air mission unless directed by a Coast Guard Unit. Add name and rank of CG Officer requesting mission change in comments. Mission Code changes without Coast Guard direction will be rejected by OIA.

The screenshot shows the 'Coast Guard Auxiliary Patrol Order' software. A dialog box titled 'Search for crew to add' is open, allowing users to search for crew members by Member ID or Name. The main interface includes fields for Facility Name, Facility ID, Crew Required, Date, Patrol Time, Sub-Unit, and Patrol Type. A table at the bottom lists crew members with columns for Member ID, Name, Position, Breakfast, Lunch, Dinner, and Mid. A yellow arrow points to the 'Add Crew' button in the bottom right area of the main interface.

- After Itinerary is completed put your cursor on and click **ADD CREW**.
 - To search for crew select EMPLOYEE ID or NAME. Put your cursor on and click **SEARCH**.
 - Highlight crew from search results put your cursor on and click **SELECT**.
 - MEALS will be auto-selected based on patrol time. Uncheck if meals received in-kind at a Coast Guard unit.
 - Put your cursor on and click **ADD**.
- Repeat **ADD CREW** until all aboard have been added. Double check to make sure that all crew and trainees are included on the main patrol data page (see Image #22 on the next page).

NOTE: Do not enter a Qualification Examiner (QE) or Flight Examiner (FE) as part of the crew. Enter the name of QE/FE in comments such as "QE/FE = John Doe". Entering the name of the QE/FE in comments justifies the use of 22A orders and alerts data entry personnel that the QE/FE will submit an ANSC-7030 for QE mission time referencing the Patrol Order Number.

Coast Guard Auxiliary Patrol Order

Dept of Homeland Security
United States Coast Guard
CG-5132

Ass Order Number: 1551146
Document ID

Facility Name: 27137 FAMILY TIME
Facility ID:
Call Sign:
Facility Type: G
Inspection Date: FEB-03-2012
Crew Required: 3

Owner:
Operator:
Reimburse: OWNER

Date: 2013-02-04
Sub-Unit:
Patrol Type: D1A MARITIME OBSERVATION MCH
Patrol Time: MONDAY
Patrol Area:

Accounting Code
Fuel: 2-5 301 105 30 8 YD 71500 2637
Substances: 2-5 301 230 11 0 AX 71500 2633
SAMA - Boat: 2-5 301 105 30 8 AM 72000 2577
Trailering: 2-5 301 105 30 8 YD 71500 2634

Comments:
Orders require either than F18 must include Q1 name (22A) on affidavit requesting (S2, Q1, S4, S5A). Others not used.

Inventory	Start Date	Start Time	End Date	End Time	Location	Mission
FACILITY IN USE (MISSION)	2013-02-04	908	2013-02-04	1637	Rappanrock River	D1A

Add Inventory

Facility Data
Gallons of Fuel: 47.5
Engine Hours: 0.25

Automobile Data
Gallons of Fuel: 0
Mileage: 0

Expenses
Fuel: ☐ 208.96
Oil Fuel Additives: ☐ 0.00
Ice: ☐ 0.00
Other Reimbursable Expenses: 0.00

Government Provided
Total (\$):
Receipts:
Reason For Other:

Member ID	Name	Position	Breakfast	Lunch	Dinner	Wet
1	<input type="text"/>	NON LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input type="text"/>	NON LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input type="text"/>	NON LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input type="text"/>	TRAFEE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add Crew
Crew History
Applied Crew
Apply As Crew

Government Provided
Signature of Chairman:
Signature of Operator:
Signature of OIA:

Order History
Save Complete Order Cancel Order Close (Without Saving)

- Enter the FACILITY DATA.
 - Gallons of fuel.
 - Engine hours.
 - Fuel dollars.
 - Fuel Additives (oil is not allowed except for 2-cycle outboards, regular oil usage is reimbursed as part of SAMA).
 - Ice.
 - Other Reimbursable Expenses (this is usually blank as expense has to be allowable within established policy, NO water, food, lost gear, or damages allowed).
 - Aircraft landing fees are allowed as other expense (receipt is required)
 - Reason for other (should remain blank per above except for aircraft landing fees must be noted).
- Enter the AUTOMOBILE DATA (if trailering authorized).
 - Mileage.

NOTE: Receipts for all expenses must be scanned or digital photo uploaded. Scan or take digital photo of all receipts as JPG, PNG, or GIF files. Most cell phones now have

photo capability and provide an easy method to record the receipt for uploading to computer and AOM.

NOTE: *To make it easier to find and upload receipts create a **PATROL RECEIPTS** folder on your computer, then name each scanned or digital camera image with the date, Facility, and/or Patrol Order Numbers.*

NOTE: *If you do not have the ability to scan or take a digital photo of your receipts your SO-OP may have the ability to add receipts to your orders. You must submit paper receipts along with a paper copy of the e-mail showing that the patrol was approved to your SO-OP so that he/she can upload them.*

Patrol Order : 1001146

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number : 1001146
Document ID :

Facility :
Facility Name : 27137 FAMILY TIME
Facility ID :
Call Sign :
Facility Type : G
Inspection Date : FEB-02-2012
Crew Required : 3

Owner :
Operator :
Reimburse : OWNER

Date : 2013-02-04
Sub-Unit :
Patrol Type : 01A: MARITIME OBSERVATION MOM

Patrol Time : MIDDAY
Patrol :

Fuel 2/5 301 105 30
Subsistence 2/K 301 299 11
SAMA - Boat 2/5 301 105 30
Trailer 2/5 301 105 30

Itinerary	Start Date	Start Time	End Date
FACILITY IN USE (MISSION)	2013-02-04	908	2013-02-04

Add Itinerary
AuxData Unit : 054-03-03 KIL

Member ID	Name	Position
		LEAD
		NON LEA
		NON LEA
		NON LEA
		TRAINEE

Order History

Save Complete Order Cancel Order Close (Without Saving)

Receipts For order : 1001146

AuxOrder number : 1001146

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.

C:\Users\JET\Documents Browse...

submit close

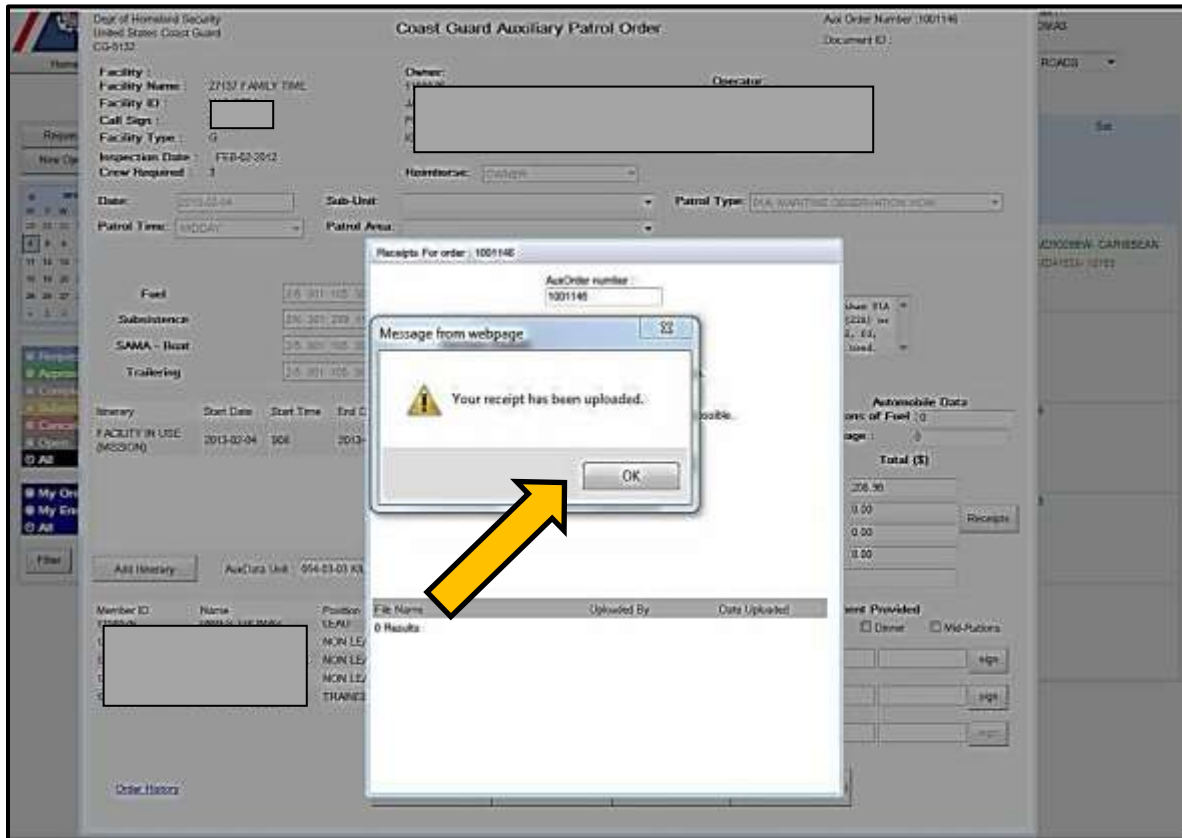
File Name Uploaded By Date Uploaded

0 Results

Automobile Data
ons of Fuel : 0
age : 0
Total (\$) 208.96
0.00 Receipts
0.00
0.00
Mid-Rations
sign
sign
sign

- Put your cursor on and click **RECEIPTS**. The receipts box opens.
 - Put your cursor on and click **BROWSE**. Navigate to your PATROL RECEIPTS folder and click on the appropriate receipt.
 - Put your cursor on and click **SUBMIT**.

NOTE: D5-NR requires all receipts over \$25.00 must be uploaded. Each OIA may require that all receipts be uploaded. Please refer to your Sector/AIRSTA SOP and follow their policy.



- A message will appear confirming that YOUR RECEIPT HAS BEEN UPLOADED.
- Once the receipt appears in RESULTS either repeat the process for additional receipts or put your cursor on and click **CLOSE**.

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number : 1001146
Document ID :

Facility :
Facility Name : 27137 FAMILY TIME
Facility ID :
Call Sign :
Facility Type : G
Inspection Date : FEB-02-2012
Crew Required : 3

Owner:

Reimburse: OWNER

Date: 2013-02-04 Sub-Unit: Patrol Type: 01A: MARITIME OBSERVATION MOM

Patrol Time: MIDDAY Patrol Area:

Fuel 2/5 301 105 30
Subsistence 2/K 301 299 11
SAMA - Boat 2/5 301 105 30
Trailing 2/5 301 105 30

Itinerary	Start Date	Start Time	End D
FACILITY IN USE (MISSION)	2013-02-04	908	2013-

Member ID 1100976 Name: JAMES THUMAS Position LEAD

File Name	Uploaded By	Date
DSC07388a.JPG	<input type="text"/>	2013-02-04 12:57:4
DSC07388a.JPG	<input type="text"/>	2013-02-04 12:58:38

Order History

Receipts For order : 1001146

AuxOrder number : 1001146

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.

Automobile Data

ons of Fuel : 0
age : 0

Total (\$)

208.90
0.00
0.00
0.00

ment Provided

☐ Dinner ☐ Mid-Rations

- Check that all receipts appear in the FILE NAME column before putting your cursor on and clicking **CLOSE**.

The screenshot shows the 'Coast Guard Auxiliary Patrol Order' form. A yellow arrow points to the 'SIGN' button in the 'Signing Order' dialog box. Another yellow arrow points to the 'SUBMIT' button at the bottom of the form. The form includes fields for Facility Name, Facility ID, Call Sign, Facility Type, Inspection Date, Crew Required, Date, Sub-Unit, Patrol Time, Patrol Area, and various accounting codes. It also has sections for Comments, Automobile Data, Government Provided, and a table for Member ID, Name, Position, Breakfast, Lunch, Dinner, and Shift.

- Once all patrol/air mission data has been entered it is time to electronically sign the patrol order. Signatures for both CLAIMANT (Owner) and OPERATOR (Coxswain/Aircraft Commander) are required even if the same member.
 - Put your cursor on and click **SIGN** (signature of Claimant). The SIGN ORDER window opens.
 - Enter Claimant (Owner) AOM password, put your cursor on and click **SUBMIT**.

NOTE: In the future the reference to CLAIMANT in AOM will likely be replaced by OWNER.

The screenshot shows the 'Coast Guard Auxiliary Patrol Order' form. A pop-up message box titled 'Message from webpage' is centered on the screen, displaying a yellow warning icon and the text 'Order has been signed.' with an 'OK' button. A large yellow arrow points from the bottom of the pop-up towards the 'SIGN' button in the 'Government Provided' section of the form.

Form Fields and Data:

- Header:** Dept of Homeland Security, United States Coast Guard, CO-5132, Aux Order Number: 1001146, Document ID: [blank]
- Facility:** 27137 FAMILY TIME, Facility ID: [blank], Call Sign: [blank], Facility Type: G, Inspection Date: FEB-02-2012, Crew Required: 3
- Owner:** [blank], Operator: [blank]
- Reimburse:** OWNER
- Date:** 2013-02-04, Sub-Unit: [blank], Patrol Type: 37A MARITIME OBSERVATION NOM
- Patrol Time:** MIDWAY, Patrol Area: [blank]
- Accounting Code:** 219 301 106 30 0 YD 7300 3037
- Fuel:** 219 301 106 30 0 YD 7300 3037
- Substance:** 219 301 106 30 0 YD 7300 3037
- SAMA - Boat:** 219 301 106 30 0 YD 7300 3037
- Tracking:** 219 301 106 30 0 YD 7300 3037
- Inventory:** Start Date: 2013-02-04, Start Time: 908, End Date: 2013-02-04
- Facility IN USE (MISSION):** 2013-02-04
- Comments:** Order requires either 300 or 300 (300) or officer departing (00, 00, 300, 300) - Orders with need.
- Facility Data:** Fuel: 47.0, Gallons of Fuel: 0, Hours: 8.25, Mileage: 0
- Automobile Data:** Fuel: 0.00, Gallons of Fuel: 0, Hours: 0.00, Mileage: 0
- Expenses:** Fuel: 0.00, Fuel Additives: 0.00, Ice: 0.00, Other Reimbursable Expenses: 0.00
- Government Provided:** Breakfast: [checked], Lunch: [checked], Dinner: [checked], Mid-Rations: [checked]
- Signature of Operator:** [blank], Sign: [button]
- Signature of OIA:** [blank], Sign: [button]
- Buttons:** Order History, Save, Complete Order, Cancel Order, Close (Without Saving)

- Pop-up message is received that ORDER HAS BEEN SIGNED.
- Repeat process, put your cursor on and click **SIGN** (signature Operator). The SIGN ORDER window opens.
- Enter Operator (Coxswain/Aircraft Commander) AOM password, put your cursor on and click **SUBMIT**.
- Second pop-up message is received that ORDER HAS BEEN SIGNED.

Dept of Homeland Security
United States Coast Guard
CG-8132

Coast Guard Auxiliary Patrol Order

Aux Order Number: 1001146
Document ID :

Facility Name : 27137 FAMILY TIME
Facility ID :
Call Sign :
Facility Type : G
Inspection Date : FEB-02-2012
Crew Required : 3

Owner:
Operator:

Reimburse: OWNER

Date: 2013-02-04 Sub-Unit: Patrol Type: DIA MARITIME OBSERVATION MON
Patrol Time: MIDDAY Patrol Area:

Accounting Code

Fuel: 2/5 301 105 30 0 YD 73500 2637
Subsistence: 2/K 301 299 11 0 AX 73500 2533
SAMA - Boat: 2/5 301 105 30 0 AM 73500 257P
Trailer: 2/5 301 105 30 0 YD 73500 2634

Comments:
Order requests other than 01A must include (C name (22A) or officer requesting (02, 04, 54A, 55A) - Others not used.

Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission
FACILITY IN USE (MISSION)	2013-02-04	906	2013-02-04	1637	Rappahannock River	01A

Facility Data
Gallons of Fuel : 47.8
Engine Hours : 0.25

Automobile Data
Gallons of Fuel : 0
Mileage : 0

Expenses	Government Provided	Total (\$)
Fuel	<input type="checkbox"/>	208.96
Oil/Fuel Additives	<input type="checkbox"/>	0.00
Ice	<input type="checkbox"/>	0.00
Other Reimbursable Expenses	<input type="checkbox"/>	0.00

Reason For Other:

Member ID	Name	Position	Breakfast	Lunch	Dinner	Mid
		NON LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		NON LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		NON LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		TRANCE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Crew

Government Provided
☐ Breakfast ☐ Lunch ☐ Dinner ☐ Mid-Rations

Signature of Claimant: 2013-02-04

Signature of Operator: 2013-02-04

Signature of DIA:

Order History

Save Complete Order Cancel Order Close (Without Saving)

- Verify that electronic signatures for CLAIMANT (Owner) and OPERATOR (Coxswain/Aircraft Commander) both appear on the main patrol data page.

Patrol Order : 1001146

Dept of Homeland Security
United States Coast Guard
CG-6132

Coast Guard Auxiliary Patrol Order

Aux Order Number : 1001146
Document ID :

Facility :
Facility Name : 27137 FAMILY TIME
Facility ID :
Call Sign :
Facility Type : G
Inspection Date : FEB-02-2012
Crew Required : 3

Owner :
Operator :
Reimburse : OWNER

Date : 2013-02-04
Sub-Unit :
Patrol Time : MIDDAY
Patrol Area :
Patrol Type : 01A: MARITIME OBSERVATION MOM

Accounting Code

Fuel : 215 301 105 30 0 YD 73500 2637
Subsistence : 21K 301 299 11 0 AX 73500 2533
SAMA - Boat : 215 301 105 30 0 AM 73500 257P
Trailing : 215 301 105 30 0 YD 73500 2634

Comments:
Order requests other than 01A must include (G name (22A) or officer requesting (02, 04, 54B, 55A) - Others not used.

Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission
FACILITY IN USE (MISSION)	2013-02-04	908	2013-02-04	1537	Rappahannock River	01A

Add Itinerary

AuxData Unit : 054-03-03 KILMARNOCK

Facility Data
Gallons of Fuel : 47.6
Engine Hours : 0.25

Automobile Data
Gallons of Fuel : 0
Mileage : 0

Expenses	Government Provided	Total (\$)
Fuel	<input type="checkbox"/>	208.96
Oil/ Fuel Additives	<input type="checkbox"/>	0.00
Ice	<input type="checkbox"/>	0.00
Other Reimbursable Expenses	<input type="checkbox"/>	0.00

Reason For Other:

Member ID	Name	Position	Breakfast	Lunch	Dinner	Mid
		LEAD				
		NON LEAD		<input checked="" type="checkbox"/>		
		NON LEAD		<input checked="" type="checkbox"/>		
		NON LEAD		<input checked="" type="checkbox"/>		
		TRAINEE				

Add Crew

Government Provided
☐ Breakfast ☐ Lunch ☐ Dinner ☐ Mid-Rations

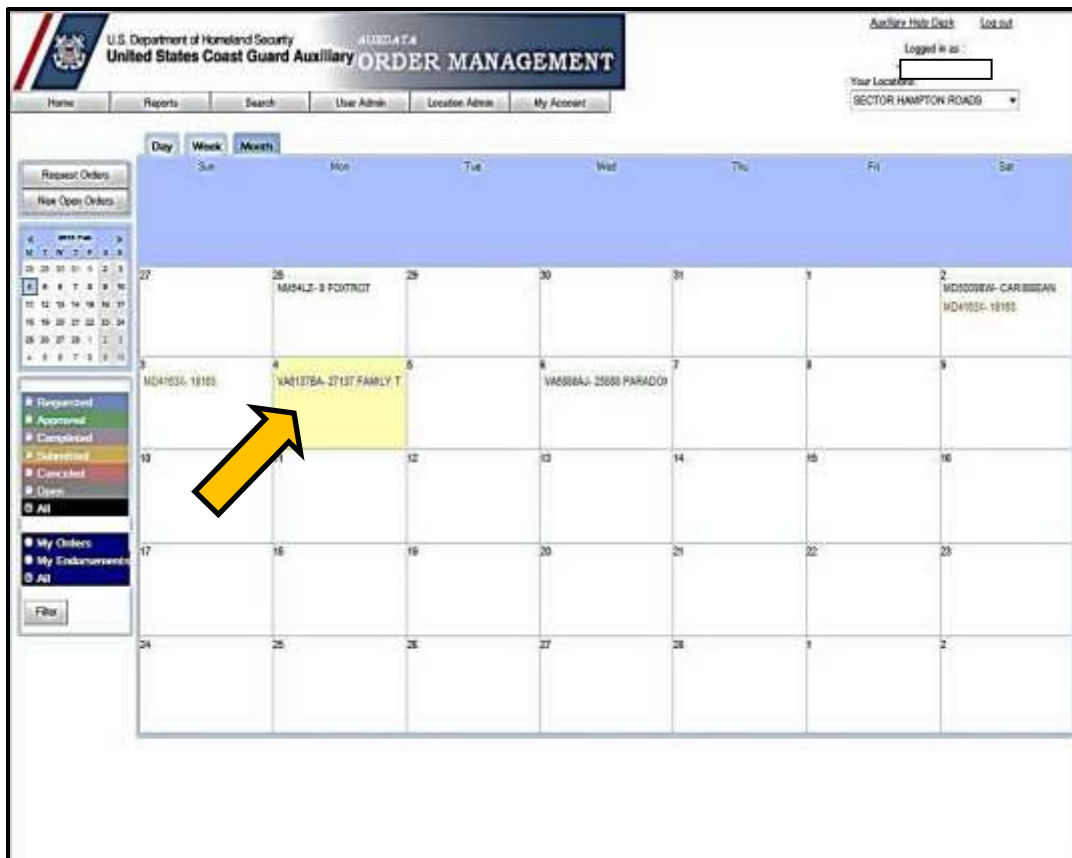
Crew History
Signature of Claimant : 2013-02-04
Applied Crew : Signature of Operator : 2013-02-04
Apply As Crew : Signature of OIA : 2013-02-04

Order History

Save Complete Order Cancel Order Close (Without Saving)

- Carefully review all patrol data including REIMBURSE, DATE, SUB-UNIT (Division), PATROL TYPE, PATROL TIME, & PATROL AREA (if available).
- Verify correctness of ITINERARY, FACILITY DATA, AUTOMOBILE DATA, RECEIPTS, CREW LIST, & SIGNATURES.
- If all data is correct put your cursor on and click **COMPLETE ORDER**.

NOTE: Once COMPLETE ORDER is clicked, the patrol data is locked and cannot be changed by the Owner or Coxswain/Aircraft Commander. Only those with authority can amend or reject orders after submission (OIA and OTO).



- After the Coxswain has “completed” the order, the facility changes on the Calendar from **GREEN** as an Approved Patrol to **PURPLE** as a Completed Patrol.

5. Station/OIA and DIRAUX:

Patrol Order : 1001146

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number : 1001146
Document ID : 27132739YD038

Facility :
Facility Name : 27137 FAMILY TIME
Facility ID :
Call Sign :
Facility Type : G
Inspection Date : FEB-02-2012
Crew Required : 3

Owner :
Operator :

Reimburse: OWNER

Date: 2013-02-04 Sub-Unit: Patrol Type: 01A: MARITIME OBSERVATION MON
Patrol Time: MIDDAY Patrol Area:

Accounting Code

Fuel: 2/5 301 105 30 0 YD 73500 2637
Subsistence: 2/K 301 299 11 0 AX 73500 2633
SAMA - Boat: 2/5 301 105 30 0 AM 73500 257P
Trailing: 2/5 301 105 30 0 YD 73500 2634

Comments:
Order requests other than 01A must include (E name (22A) or officer requesting (02, 03, 04A, 05A) - Others not used.

Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission
FACILITY IN USE (MISSION)	2013-02-04	908	2013-02-04	1537	Rappahannock River	01A

Add Itinerary

AuxData Unit : 054-03-03 KILMARNOCK

Member ID	Name	Position	Breakfast	Lunch	Dinner	Mid
		LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		NON LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		NON LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		TRAINING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Facility Data
Gallons of Fuel : 47.6
Engine Hours : 8.25

Automobile Data
Gallons of Fuel : 0
Mileage : 0

Expenses	Government Provided	Total (\$)
Fuel	<input type="checkbox"/>	208.96
Oil/Fuel Additives	<input type="checkbox"/>	0.00
Ice	<input type="checkbox"/>	0.00
Other Reimbursable Expenses	<input type="checkbox"/>	0.00

Reason For Other:

Government Provided
☐ Breakfast ☐ Lunch ☐ Dinner ☐ Mid-Rations

Signature of Claimant: 2013-02-04

Signature of Operator: 2013-02-04

Signature of Station/OIA:

Order History

Save Send To FINCEN Cancel Order Reject Order Close (Without Saving)

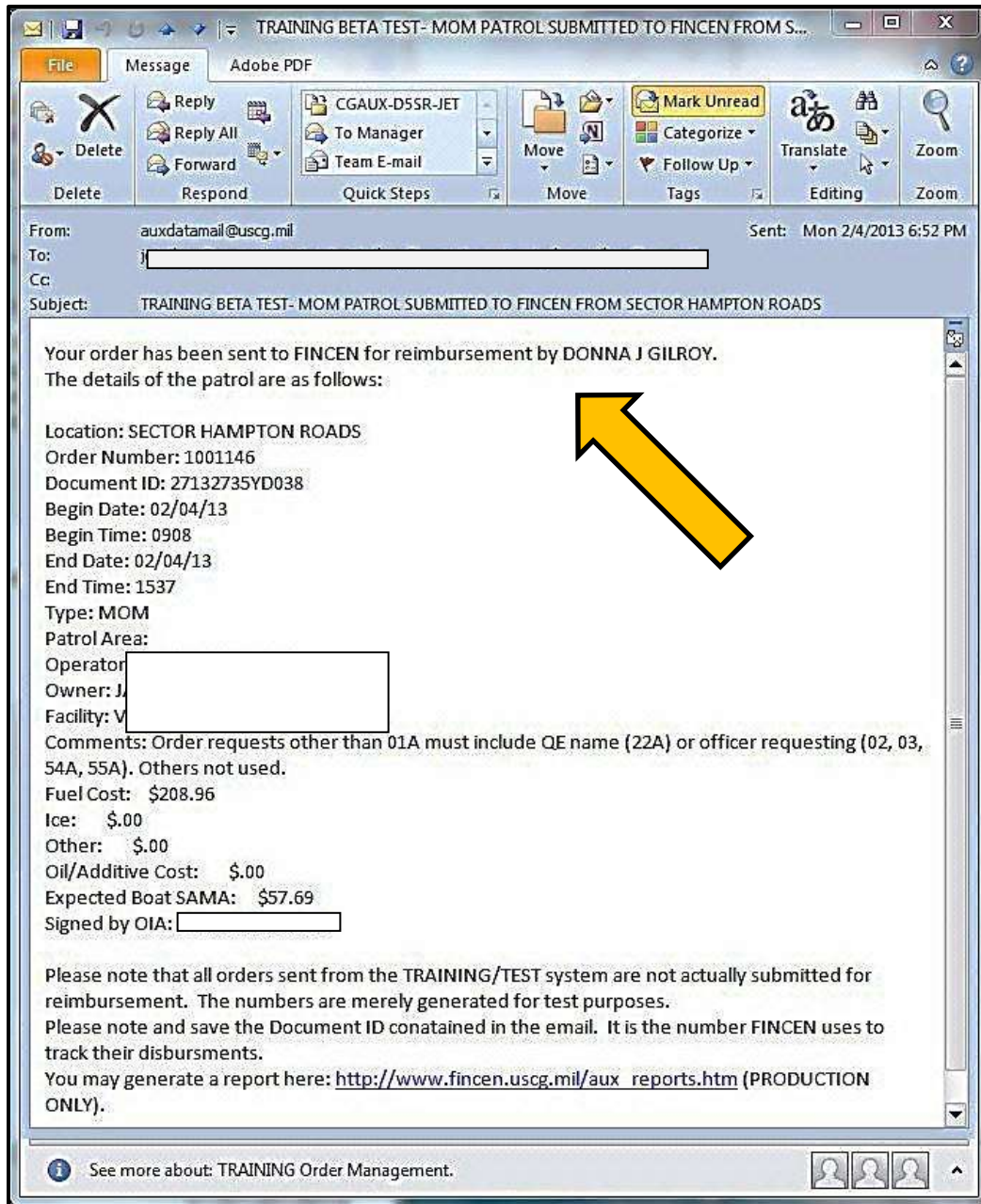
Station/OIA
signature
block.

1. Upon logon to AOM the Station/OIA has a list of Patrol Orders submitted for review. The OIA has the ability to electronically sign and APPROVE the patrol in the OIA block or REJECT the patrol.
2. Once digitally signed by the Station/OIA, the DIRAUX Staff has the final review and can REJECT or SEND TO FINCEN. In the extended absence of the OTO this function may be fulfilled by the OIA.

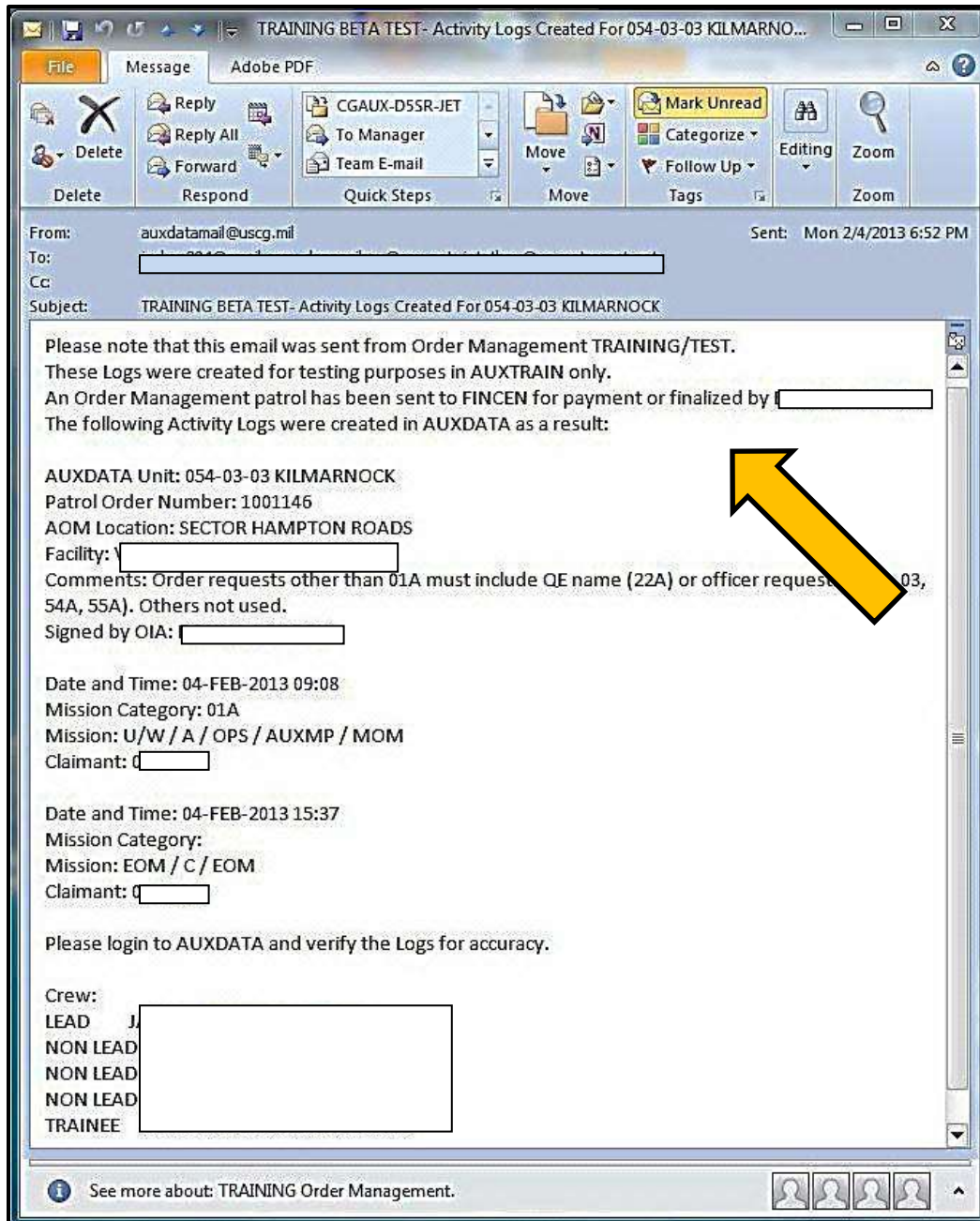
NOTE: Only Station/OIA's, have the authority to approve, review and sign completed Patrol Orders in the OIA block. The DIRAUX has the final review and approval and submits to FINCEN.

*When approved and finalized the Facility changes on the Calendar from **PURPLE** as a Completed Patrol to **GOLD** as a Submitted (to FINCEN) Patrol.*

*NOTE: Owner/Operators CANCEL unused Patrol Orders in AOM immediately upon cancellation. The **GREEN** Approved Orders will turn **RED** as Cancelled Orders. **GRAY** indicates OPEN Patrol Order requests.*



Once approved by DIRAUX, Sector, or Station OIA, AOM generates an e-mail to the CLAIMANT (Owner) and OPERATOR (Coxswain/Aircraft Commander) that the patrol has been submitted to FINCEN for payment



An e-mail notification with patrol data is also generated by AOM and sent to the CLAIMANT (Owner) and OPERATOR (Coxswain/Aircraft Commander) and the appropriate IS Officer for review. This is the equivalent of the ANSC-7030 for Owner/Operator records.

ADDITIONAL NOTES:

- ***AOM was designed using the Firefox Browser. Blank screens and/or logon problems can occur when using Internet Explorer 8, 9 or 10. Firefox can be downloaded free at <http://www.mozilla.org/en-US/firefox/new/>.***

- *Paper CG-5132 and ANSC-7030 forms are no longer usable to report Surface and Air Missions. A single data entry by the Owner/Operator in AOM electronically submits patrol data for expense reimbursement and AUXDATA entry.*
- *When the Patrol Order is approved and submitted to FINCEN the patrol data is auto-entered into AUXDATA. The Owner/Operator receives a notification e-mail showing patrol data for his/her records. The appropriate IS Officer also receives a copy of the notification e-mail with a request to review patrol data in AUXDATA.*
- *There is nothing to mail unless the Owner/Operator mails hard copies of the Approval E-mail and patrol receipts to their SO-OP for uploading.*
- *Send problems & questions to the AOM AUXILIARY HELP DESK.*