FROM: CWO4 Rick Clark  
D5NR AOM District Program Manager  

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):

   ![Image of Requesting Patrol Orders screen]

   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)
• OWNER STATUS
  o If owner will not be the coxswain, choose OWNER ON BOARD. or OWNER NOT ON BOARD.
  o 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.
  o 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.
  o 01A: MOM Multi-Mission Safety Patrol requires purpose and area of patrol.
  o 22A: Qualifications requires QE aboard (name if known).
  o 02: Regatta/Safety Zone requires Marine Permit Number and name of requesting Coast Guard Officer.
• **PATROL TIME**
• **PATROL AREA**
• Remember you must include additional information in COMMENTS
• Comments:
  ❖ Initial request:
    o Exact patrol area and reason for patrol. (Example: MOM patrol Area 12 Schuylkill River to Betsy Ross Bridge)
    o If conducting Training what kind of training. (Example: SAR Patterns)
    o If QE-Check-ride, identify the QE by name (Example: QE-Don Merrill)
    o If patrol requested by another CG unit name unit and reason (Example: CG ANT Philadelphia PATON Verification)
  ❖ Post Patrol:
    o 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.
    o 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.**
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.

![Image of email notification](image)

*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 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.
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.
- 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.
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.
• Enter the FACILITY DATA.
  o Gallons of fuel.
  o Engine hours.
  o Fuel dollars.
  o Fuel Additives (oil is not allowed except for 2-cycle outboards, regular oil usage is reimbursed as part of SAMA).
  o Ice.
  o 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)
      o Reason for other (should remain blank per above except for aircraft landing fees must be noted).
• Enter the AUTOMOBILE DATA (if trailering authorized).
  o 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.

- 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**.

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DPA-5NR
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**.
Check that all receipts appear in the FILE NAME column before putting your cursor on and clicking **CLOSE**.
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.*
- 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.
Verify that electronic signatures for CLAIMANT (Owner) and OPERATOR (Coxswain/Aircraft Commander) both appear on the main patrol data page.
- 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:

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/](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.