U.S. Coast Guard Auxiliary

AUXDATA
Order Management
System
(AOM)
Basic Level



Disclosure

- This presentation was originally created by Leslie Pelosi, D11SR for Sector LA/LB and San Diego AOM training.
- It has been plagiarized and altered for NACON 2013 training with Leslie's permission.
- Thanks to Leslie for making this NACON presentation much easier to put together.

AUXDATA Order Management System (AOM)

- ➤ AOM replaced POMS in ALL districts by 13 May 2013.
- AOM was developed and is owned by the Coast Guard; Uses a standardized system following all CG and Auxiliary policy requirements.
- ➤ AOM is behind the firewall on CG servers for improved security.



AUXDATA Order Management System (AOM)

- >AOM is fully integrated with AUXDATA and FINCEN.
- Anyone wanting patrol orders (Air, Boat, Land Mobile) must use AOM.
- For those wanting to learn how AOM works, log into the "Test" version at: http://ordermgmt-train.uscg.gov/



AOM Advantages

- ➤ Web-based for access from any web-enabled computer. No Citrix Client or other downloads needed.
- > Do not have to remember to "tab" from field to field.
- Sector watch standers can have access to AOM.
- ➤ NOTE: Districts and/or Sectors may have unique requirements above the standard



AOM Advantages

- The entire process is electronic from requesting orders through closing them out. This includes digital signatures, scanned receipts, EFT payments from FINCEN, etc.
- No need to print and sign hard-copies, make copies, or mail to Sector for closing out patrol. It is ALL on-line. No mail delays should mean quicker reimbursements.
- ➤ No separate 7030 activity reports AOM is "embedded with" AUXDATA and will generate input directly (Division IS verifies).



D11SR Local Policy for Sector LA/LB

- Request orders a minimum of 2 weeks prior to patrol.
- ➤ You MUST utilize the Comments section for details about your intended patrol.
- ➤ Do not fax or email orders to Sector before patrol, just ensure that all crew members are listed on orders AOM. A Sector watchstander has access to AOM.
- ➤ Receipts are REQUIRED and must be uploaded for ALL expenses, not just those over \$75.00.
- > ALL parts of the order process must be done electronically. Do not send in paper orders/receipts. They will be returned.



D11SR Local Policy for Sector San Diego

- Request orders a minimum of 2 weeks prior to patrol.
- You MUST utilize the Comments section for details about your intended patrol.
- Prior to commencing patrol the Coxswain must provide a complete "Crew List" to the Joint Harbor Operations Center.
- ➤ Receipts are REQUIRED and must be uploaded for ALL expenses, not just those over \$75.00.
- > ALL parts of the order process must be done electronically. Do not send in paper orders/receipts. They will be returned.





AOM Requirements

- Ensure you have current, valid email address in AUXDATA.
- Ensure your OIA has entered you into AOM for location access.
- > Ensure you have a valid account and password for AOM.
- > AOM will NOT recognize your POMS account or password.
- Requires a web browser (I.E., Firefox, Google Chrome, etc.)
- JavaScript must be enabled*
 - *To enable JavaScript in Internet Explorer: Internet Options > Security > Custom Level > Scripting > Active Scripting > Enable
- ➤ Ensure you have a valid EFT account established with the USCG Finance Center (FINCEN).





AOM Levels of Access

User Management User

No permissions other than the ability to access and view patrols.

Owner/Operator

- Request Patrol Orders
- Search Members / Facilities / Orders
- Upload Receipt Photos

> OIA

- Create User/Owners or OIA
- Approve/Deny Patrol Request
- Manage User Permissions
- Manage Patrol Area
- View Location Reports

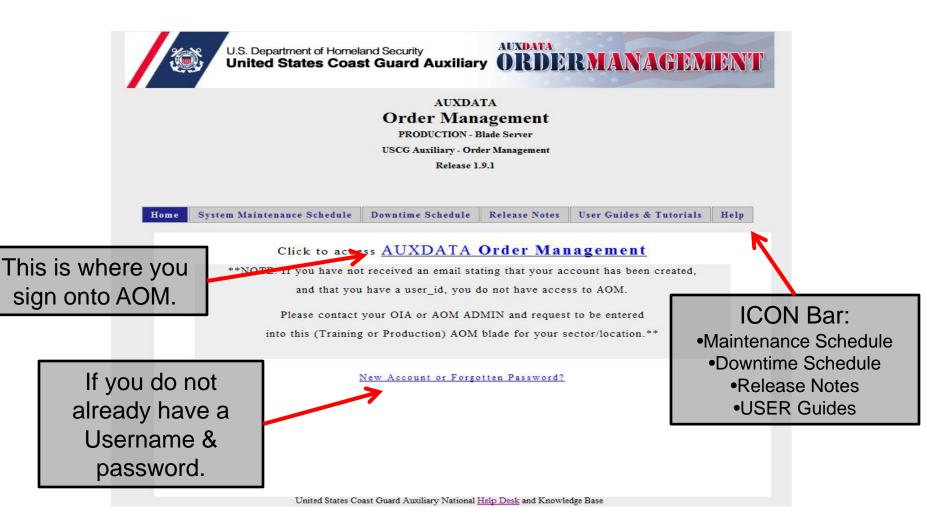
- Submit Orders to FINCEN
- Request Orders For Others
- Cancel Patrol Orders
- Reactivate Orders
- Deny Patrol Request







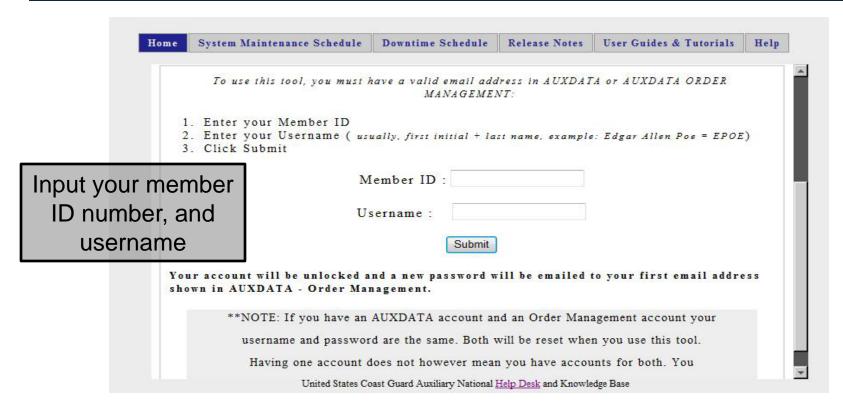
AOM Home Page (Production Site)







Obtain / Reset Password

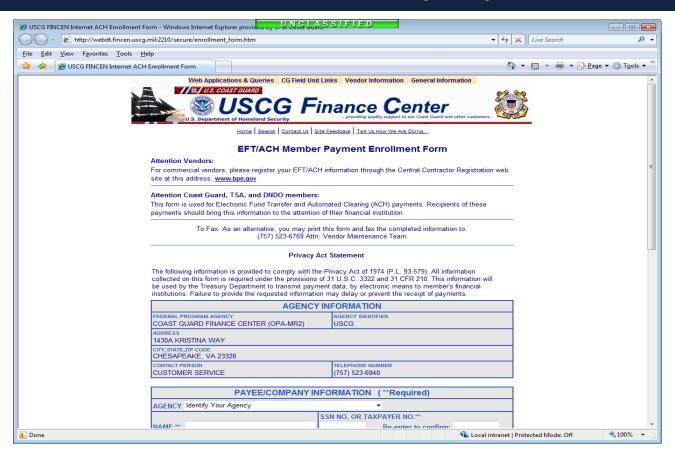


- Your username is <u>usually</u> your first initial and last name, e.g. JCOASTIE (username is not case sensitive)
- The new Password will be emailed to your recorded AUX email address.





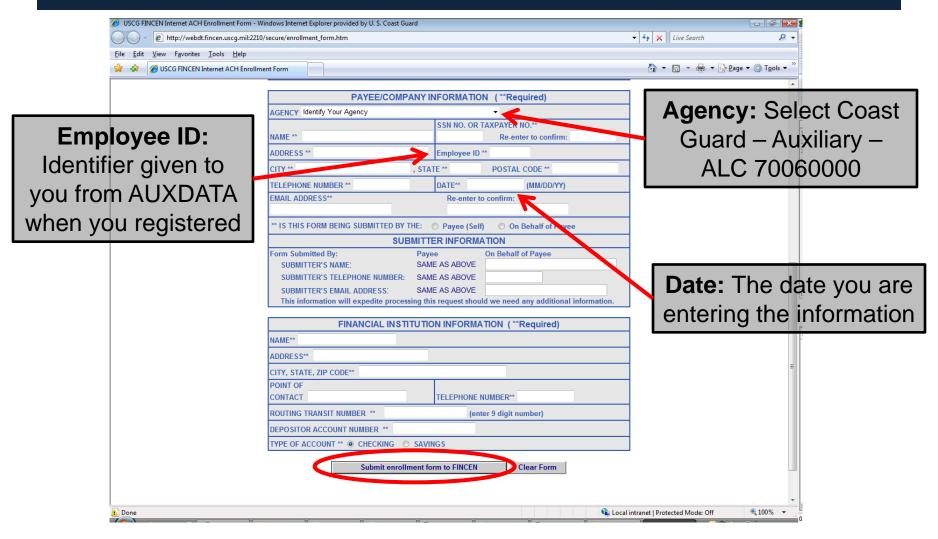
Electronic Funds Transfer (EFT) Enrollment



- https://www.fincen.uscg.mil/secure/enrollment_form.htm
- Form can also be accessed through AOM Home Page, User Guides and Tutorials.
- Auxiliarists cannot FAX in the EFT information



Electronic Funds Transfer (EFT) Enrollment



- All fields with asterisks (**) must be entered.
- Financial Institution Information is REQUIRED and needed

AOM Log-in Screen



User Name:	
Password:	
Log In	

- > Input your username and password
- Neither is case sensitive



AOM Change Password Screen



Required Password Criteria

- 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:

Do not use the following characters :

- 6. Password cannot be reused for 90 days or 8 password changes.
- Must not be the same as user name.
- Must not be too simple.

Example of new password : exa_m4pl

Old Password:

New Password:

Repeat New Password:

Change Password

You get here by clicking "My Account"

My Account

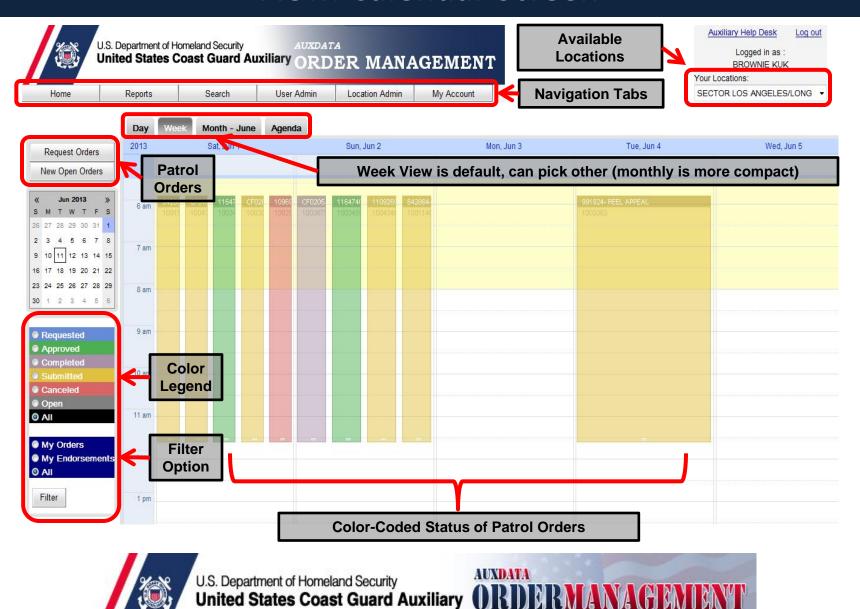
New Password Criteria



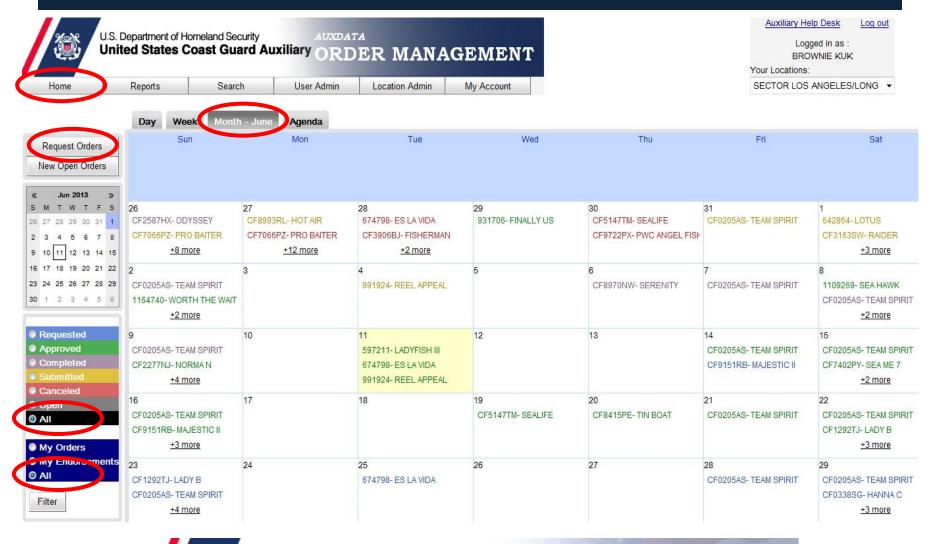
U.S. Department of Homeland Security United States Coast Guard Auxiliary



AOM Calendar Screen



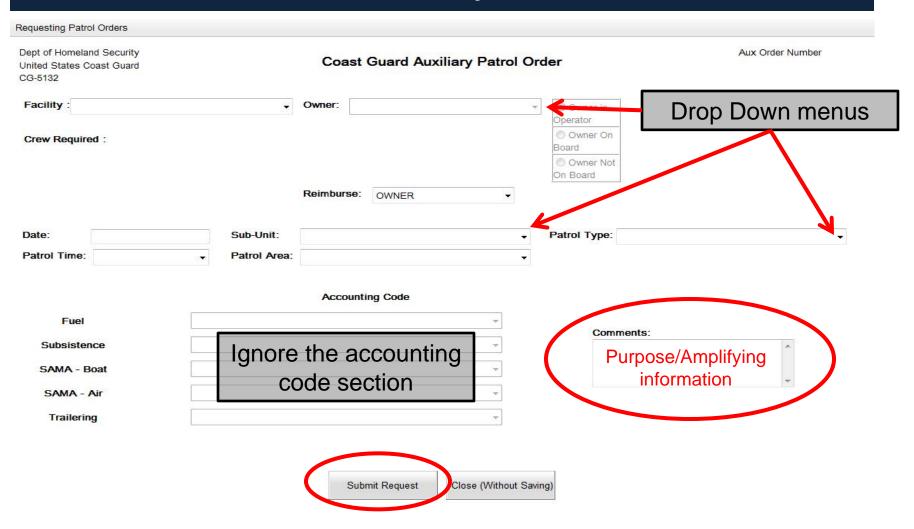
AOM Calendar Screen (Month View)







Patrol Order Request Screen



Select the Patrol Type that best fits your patrol

Patrol Types

> 01A MARITIME OBSERVATION (MOM)

Identifying hazards or potential hazards in ports or waterways; reporting activity/incidents that affects the safety of the area or jeopardizes the critical infrastructure. Recording information about ships, facilities, and critical infrastructure as directed by CG authority. Also includes Safety Patrols on inland waterways.

> 02 REGATTA SAFETY ZONE SUPPORT (REGATTA)

A patrol for an organized CG marine permitted event. Examples: Fireworks shows, Holiday boat parades, races.

O3- NAVIGATION SYSTEMS PATROL (CHART)

Patrol for checking federal and private aids, surveying bridges and confirming the accuracy and completeness of information published on charts and related navigational publications.

> 07D CG OPS SUPPORT (OPSSUPT)

Any CG Support mission not otherwise shown, including Logistics Support, Area Familiarization by a non-facility or missions related to CG ANT Units and DPW. Primarily used for land-based duties such as augmenting in office, use of radios to support missions other than those in 20B or 22B.

> 20B OPERATIONAL SUPPORT (RADIOWATCH)

Mission as a qualified watchstander at a Coast Guard or Auxiliary fixed land radio station, when specifically requested by the Coast Guard. Only one operator per radio. Also time on an Auxiliary Radio Net.





Patrol Types (continued)

> 22A OPERATIONS TRAINING (QUALS) (TRNQUALS)

Training missions not otherwise reportable as MOM/Safety, Nav Systems, or CG Operational Support.

> 22B OPS TRAINING (OPSTRNG)

Missions NOT underway. For use by Land Mobile Radio Operator . Example: Radio guard for patrol boat on lake.

> 23A SAR STANDBY BRAVO STATUS (STANDBY)

Not just for SAR- Use this code for any standby activity (pre-underway briefing, GAR, etc. as well as post underway activities, meal break ashore or on ground, etc).

> 24 SAR PROSECUTION (SAR)

Search And Rescue case. Includes a SAR call out of air/vessel/radio facilities under this mission.

> 28G INITIAL POLLUTION RESPONSE (POLLUTION)

Assisting or working as an initial Pollution response specialist under orders or direction of the USCG.

> 41 GOVERNMENT SUPPORT (FEDERAL)

Missions spent providing operational/non-operational support to federal agencies, such as Customs or Corps of Engineers, as requested and authorized by the Coast Guard.



Patrol Types (continued)

> 42 GOVERNMENT SUPPORT (STATE)

Missions providing operational support to state agencies, such as the Department of Natural Resources, State Police, and Marine Patrols, as requested and authorized by the Coast Guard.

> 43 GOVERNMENT SUPPORT (LOCAL)

Missions providing operational support to state agencies, such as the local police, sheriff's offices, fire/rescue, and Harbormasters, as requested and authorized by the Coast Guard.

> 53 ICE RECON (ICERECON)

Missions providing air support to the Coast Guard in the area of ice patrol operations. Not commonly used in D11SR.

> 54A LOGISTICS MISSION (LOG)

Missions spent in the logistical transportation of personnel or material via Auxiliary Aircraft or Boat Facility. Must be authorized and conducted under Coast Guard orders. Not commonly used.

> 56A AIR/VESSEL INTERCEPT (INTERCEPT)

Auxiliary facilities working with the CG to provide practice in identifying and intercepting targets. Example: Used for Helo Ops, Aux Air.



Patrol Types (continued)

> 70B MEP RESPONSE/DETECTION (MEPRESP)

Marine Environmental Protection mission. Example: Response to Oil spill, oil sheen.

> 70D VESSEL VERIFICATION (HARPAT) (VSLVER)

Missions involving the verification of a vessel's location, loadline, name, hailing port or other information.

> 70E CONTINGENCY PLANNING (CONTPLAN)

Missions supporting Sector Incident Management, including, Area Contingency Planning, response drills and response to actual disasters or other major incidents (excluding Pollution responses).

> 70F WATERWAY MANAGEMENT SUPPORT (WWMSUP)

Missions supporting waterways management including Harbor Safety Committees, VTS, ice patrols, support of safety & security zones, etc.

> 70M MS OBSERVATION MISSION (MSOBS)

Marine Safety Observation mission. Example: Prevention/detection of oil spills, hazmat, environmental threats.

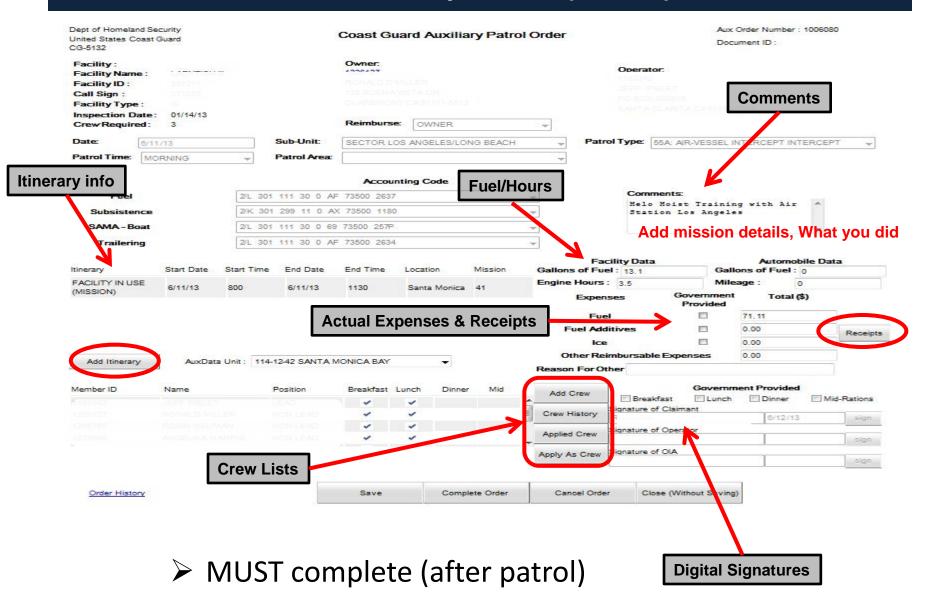
> 70N SEA PARTNERS – ENVIRONMENTAL (SEAPART)

Missions relating to conducting and assisting in the Sea Partners programs. Missions teaching and/or conducting public outreach activities, related to aquatic nuisance species and ballast water programs; the National Debris Monitoring program, including coastal and inland waterway cleanup activities; missions supporting the environmental protection programs of the USCG and/or the Auxiliary, any activity, water, air, or land-based, related to the ANS Mitigation program.



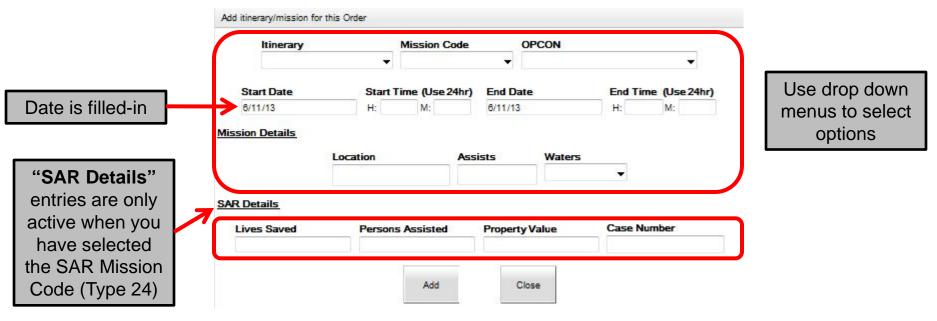


AOM Orders Completion (Claim) Screen





AOM Itinerary Entries Screen



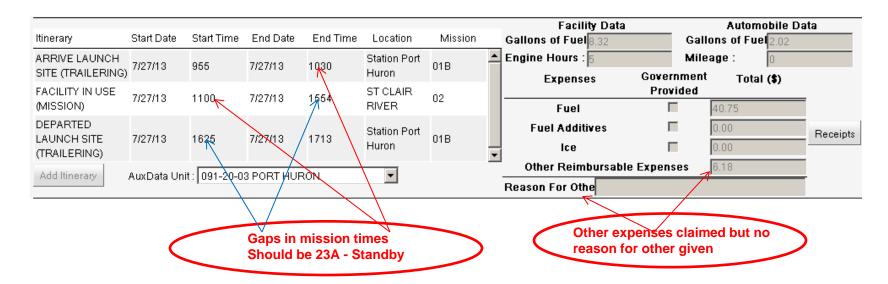
- ➤ MUST fill in one of these screens for each change to Mission Type. Times must be consecutive with no gaps. 2 digits in H (hour) block, 2 digits in M (minutes) block.
- Meal reimbursements will be auto computed based on final patrol times and crew





AOM Itinerary Issues

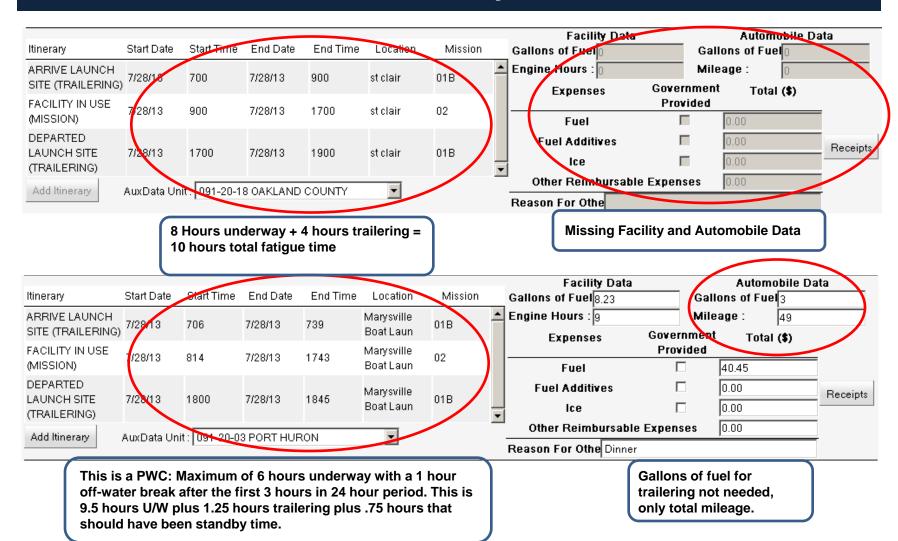
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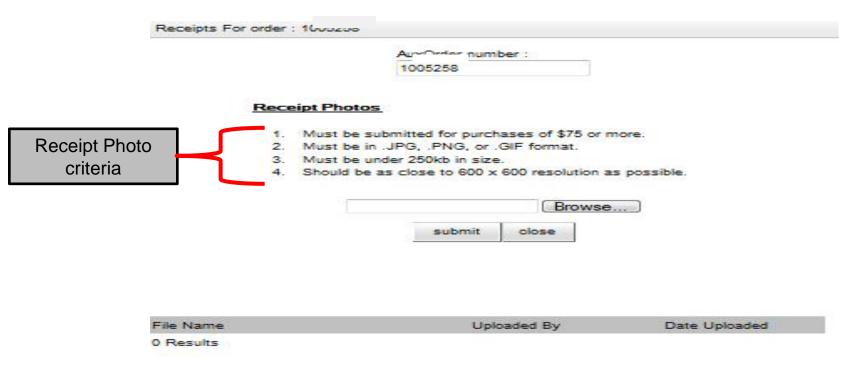
AOM Itinerary Issues



U.S. Department of Homeland Security



AOM Upload Receipts Screen



- MUST upload receipts
- ➤ For D11S, receipts are REQUIRED for ALL expenses, not just those over \$75.00



ONE LAST LOOK BEFORE COMPLETING

- Every Patrol Order needs to be reviewed completely before submitting to OIA
- You are the final set of eyes to be sure it is correct before completing
 - Did the owner/operator include fuel costs and receipts as required by the District/Air Station?
 - Are the missions categories correct?
 - Are there gaps between mission category times (even 1 minute)?
 - ➤ Are fatigue standards exceeded? Was a waiver approved/approved?
 - ➤ If required, are comments completed? The comments are used by IS officers to make corrections to the times in AUXDATA
- > If orders are incomplete or need correction, the OIA will REJECT them
 - They will go back to the owner/operator to correct and re-sign to go back to the OIA
- Once submitted by the OIA to FINCEN, corrections cannot be made



AOM Orders Completion Screen (Claimant)

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MUST complete (after patrol)

AOM Orders Completion Screen (OIA)

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Point of Contact

U.S. Coast Guard Auxiliary National Help Desk + Knowledge Base

http://help.cgaux.org/index.php?/Tickets/Submit/RenderForm/48/



Any Questions?





