

U.S. Coast Guard Auxiliary

AUXDATA Order Management System (AOM) Basic Level



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

AUXDATA
ORDERMANAGEMENT

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.



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

AUXDATA
ORDERMANAGEMENT

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.



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

AUXDATA
ORDERMANAGEMENT

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/>



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

AUXDATA
ORDERMANAGEMENT

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



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

AUXDATA
ORDERMANAGEMENT

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).



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

AUXDATA
ORDERMANAGEMENT

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.



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

AUXDATA
ORDERMANAGEMENT

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.



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

AUXDATA
ORDERMANAGEMENT

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).



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

AUXDATA
ORDERMANAGEMENT

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



AUXDATA
ORDERMANAGEMENT

AOM Home Page (Production Site)



AUXDATA
Order Management
PRODUCTION - Blade Server
USCG Auxiliary - Order Management
Release 1.9.1

[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



This is where you sign onto AOM.

If you do not already have a Username & password.

ICON Bar:

- Maintenance Schedule
- Downtime Schedule
- Release Notes
- USER Guides

Obtain / Reset Password

Home System Maintenance Schedule Downtime Schedule Release Notes User Guides & Tutorials Help

To use this tool, you must have a valid email address in AUXDATA or AUXDATA ORDER MANAGEMENT:

1. Enter your Member ID
2. Enter your Username (usually, first initial + last name, example: Edgar Allen Poe = EPOE)
3. Click Submit

Member ID :

Username :

Your account will be unlocked and a new password will be emailed to your first email address shown in AUXDATA - Order Management.

****NOTE:** If you have an AUXDATA account and an Order Management account your username and password are the same. Both will be reset when you use this tool.
Having one account does not however mean you have accounts for both. You

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

Input your member ID number, and username

- Your username is usually 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.



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

AUXDATA
ORDERMANAGEMENT

Electronic Funds Transfer (EFT) Enrollment

The screenshot shows a web browser window displaying the USCG Finance Center's EFT/ACH Member Payment Enrollment Form. The browser's address bar shows the URL: http://webdt.fincen.uscg.mil:2210/secure/enrollment_form.htm. The page features the USCG logo and the text "USCG Finance Center" and "U.S. Department of Homeland Security". The form is titled "EFT/ACH Member Payment Enrollment Form" and includes sections for "Attention Vendors", "Attention Coast Guard, TSA, and DND0 members", and a "Privacy Act Statement". The form contains several input fields and sections for "AGENCY INFORMATION" and "PAYEE/COMPANY INFORMATION (**Required)".

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY COAST GUARD FINANCE CENTER (OPA-MR2)	AGENCY IDENTIFIER USCG
ADDRESS 1430A KRISTINA WAY	
CITY, STATE, ZIP CODE CHESAPEAKE, VA 23326	
CONTACT PERSON CUSTOMER SERVICE	TELEPHONE NUMBER (757) 523-6940

PAYEE/COMPANY INFORMATION (Required)**

AGENCY Identify Your Agency	SSN NO. OR TAXPAYER NO.**
NAME **	Re-enter to confirm:

- 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

USCG FINCEN Internet ACH Enrollment Form - Windows Internet Explorer provided by U. S. Coast Guard

http://webdt.fincen.uscg.mil:2210/secure/enrollment_form.htm

File Edit View Favorites Tools Help

USCG FINCEN Internet ACH Enrollment Form

PAYEE/COMPANY INFORMATION (**Required)

AGENCY Identify Your Agency

NAME ** SSN NO. OR TAXPAYER NO.**
Re-enter to confirm:

ADDRESS ** Employee ID **

CITY ** STATE ** POSTAL CODE **

TELEPHONE NUMBER ** DATE** (MM/DD/YY)

EMAIL ADDRESS**
Re-enter to confirm:

** IS THIS FORM BEING SUBMITTED BY THE: Payee (Self) On Behalf of Payee

SUBMITTER INFORMATION

Form Submitted By: Payee On Behalf of Payee

SUBMITTER'S NAME: SAME AS ABOVE

SUBMITTER'S TELEPHONE NUMBER: SAME AS ABOVE

SUBMITTER'S EMAIL ADDRESS: SAME AS ABOVE

This information will expedite processing this request should we need any additional information.

FINANCIAL INSTITUTION INFORMATION (**Required)

NAME**

ADDRESS**

CITY, STATE, ZIP CODE**

POINT OF CONTACT TELEPHONE NUMBER**

ROUTING TRANSIT NUMBER ** (enter 9 digit number)

DEPOSITOR ACCOUNT NUMBER **

TYPE OF ACCOUNT ** CHECKING SAVINGS

Submit enrollment form to FINCEN Clear Form

Done Local intranet | Protected Mode: Off 100%

Employee ID:
Identifier given to
you from AUXDATA
when you registered

Agency: Select Coast
Guard – Auxiliary –
ALC 70060000

Date: The date you are
entering the information

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

AOM Log-in Screen



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

AUXDATA

ORDER MANAGEMENT

User Name:

Password:

[Log In](#)

- Input your username and password
- Neither is case sensitive



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

AUXDATA
ORDER MANAGEMENT

AOM Change Password Screen



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

AUXDATA
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 :

You get here by clicking "My Account"

New Password Criteria



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

AUXDATA
ORDERMANAGEMENT

AOM Calendar Screen

The screenshot displays the AOM Calendar interface. At the top, the header includes the U.S. Department of Homeland Security logo, the text "U.S. Department of Homeland Security United States Coast Guard Auxiliary ORDER MANAGEMENT", and the "AUXDATA" logo. On the right, there are links for "Auxiliary Help Desk" and "Log out", and a user login status: "Logged in as : BROWNIE KUK". Below the header is a navigation bar with tabs: "Home", "Reports", "Search", "User Admin", "Location Admin", and "My Account". A "Navigation Tabs" label points to this bar. To the right of the navigation bar is a box labeled "Available Locations" with a dropdown menu showing "Your Locations: SECTOR LOS ANGELES/LONG".

The main calendar area is titled "Patrol Orders" and shows a week view for June 2013. The calendar grid displays dates from Saturday, June 1st to Wednesday, June 5th. The time slots range from 6 am to 1 pm. Various colored bars represent patrol orders, with some labeled with IDs like 1001, 1004, 11647, CF02, 1098, CF0205, 116474, 110926, 642864, 991924- REEL APPEAL, and 100363. A "Color Legend" label points to a legend on the left side of the calendar, which lists order statuses: Requested (blue), Approved (green), Completed (grey), Submitted (yellow), Canceled (red), Open (purple), and All (black). A "Filter Option" label points to a filter menu on the left, which includes "My Orders", "My Endorsements", and "All". A "Week View is default, can pick other (monthly is more compact)" label points to the view selection tabs at the top of the calendar: "Day", "Week", "Month - June", and "Agenda". A "Color-Coded Status of Patrol Orders" label points to the colored bars in the calendar grid.

AOM Calendar Screen (Month View)



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

AUXDATA

ORDER MANAGEMENT

[Auxiliary Help Desk](#) [Log out](#)

Logged in as :
 BROWNIE KUK

Your Locations:

SECTOR LOS ANGELES/LONG

- [Home](#)
- [Reports](#)
- [Search](#)
- [User Admin](#)
- [Location Admin](#)
- [My Account](#)

Day Week **Month - June** Agenda

Sun Mon Tue Wed Thu Fri Sat

[Request Orders](#)

[New Open Orders](#)

Jun 2013						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

- Requested
 - Approved
 - Completed
 - Submitted
 - Canceled
 - Open
 - All
 - My Orders
 - My Encumbrances
 - All
- [Filter](#)

26	27	28	29	30	31	1
CF2587HX- ODYSSEY CF7066PZ- PRO BAITER +8 more	CF8993RL- HOT AIR CF7066PZ- PRO BAITER +12 more	674798- ES LA VIDA CF3906BJ- FISHERMAN +2 more	931706- FINALLY US	CF5147TM- SEALIFE CF9722PX- PWC ANGEL FISH	CF0205AS- TEAM SPIRIT	642864- LOTUS CF3163SW- RAIDER +3 more
2	3	4	5	6	7	8
CF0205AS- TEAM SPIRIT 1164740- WORTH THE WAIT +2 more		991924- REEL APPEAL		CF8970NW- SERENITY	CF0205AS- TEAM SPIRIT	1109269- SEA HAWK CF0205AS- TEAM SPIRIT +2 more
9	10	11	12	13	14	15
CF0205AS- TEAM SPIRIT CF2277NJ- NORMA N +4 more		597211- LADYFISH III 674798- ES LA VIDA 991924- REEL APPEAL			CF0205AS- TEAM SPIRIT CF9151RB- MAJESTIC II	CF0205AS- TEAM SPIRIT CF7402PY- SEA ME 7 +2 more
16	17	18	19	20	21	22
CF0205AS- TEAM SPIRIT CF9151RB- MAJESTIC II +3 more			CF5147TM- SEALIFE	CF8415PE- TIN BOAT	CF0205AS- TEAM SPIRIT	CF0205AS- TEAM SPIRIT CF1292TJ- LADY B +3 more
23	24	25	26	27	28	29
CF1292TJ- LADY B CF0205AS- TEAM SPIRIT +4 more		674798- ES LA VIDA			CF0205AS- TEAM SPIRIT	CF0205AS- TEAM SPIRIT CF0338SG- HANNA C +3 more



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

AUXDATA
ORDER MANAGEMENT

Patrol Order Request Screen

Requesting Patrol Orders

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number

Facility:

Owner:

Operator
 Owner On Board
 Owner Not On Board

Drop Down menus

Crew Required :

Reimburse:

Date:

Sub-Unit:

Patrol Type:

Patrol Time:

Patrol Area:

Accounting Code

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

Ignore the accounting code section

Comments:

Purpose/Amplifying information

Submit Request

Close (Without Saving)

- 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.

➤ **03- 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.



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

AUXDATA
ORDERMANAGEMENT

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.



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

AUXDATA
ORDERMANAGEMENT

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.



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

AUXDATA
ORDERMANAGEMENT

Patrol Types (continued)

- **70B MEP RESPONSE/DETECTION (MEPRES)**
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.



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

AUXDATA
ORDERMANAGEMENT

AOM Orders Completion (Claim) Screen

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number : 1006080
Document ID :

Facility :
Facility Name : 1 ACP/BOAT
Facility ID : 597211
Call Sign : 371275
Facility Type : 0
Inspection Date : 01/14/13
Crew Required : 3

Owner:
4206427
RONALD D MILLER
138 BUENA VISTA DR
CLAREMONT CA 91711-5513

Operator:
1163342
JEFF PIELET
PO BOX 802945
SANTA CLARITA CA 91358

Comments

Date: 6/11/13
Patrol Time: MORNING
Sub-Unit: SECTOR LOS ANGELES/LONG BEACH
Patrol Area:

Patrol Type: 55A: AIR-VESSEL INTERCEPT INTERCEPT

Itinerary info

Fuel/Hours

Comments:
Helo Hoist Training with Air
Station Los Angeles

Add mission details, What you did

Accounting Code

2/L	301	111	30	0	AF	73500	2637
2/K	301	299	11	0	AX	73500	1180
2/L	301	111	30	0	69	73500	257P
2/L	301	111	30	0	AF	73500	2634

Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission
FACILITY IN USE (MISSION)	6/11/13	800	6/11/13	1130	Santa Monica	41

Facility Data
Gallons of Fuel : 13.1
Engine Hours : 3.5
Automobile Data
Gallons of Fuel : 0
Mileage : 0

Actual Expenses & Receipts

Expenses	Government Provided	Total (\$)
Fuel	<input type="checkbox"/>	71.11
Fuel Additives	<input type="checkbox"/>	0.00
Ice	<input type="checkbox"/>	0.00
Other Reimbursable Expenses		0.00

Receipts

Add Itinerary

AuxData Unit : 114-12-42 SANTA MONICA BAY

Member ID	Name	Position	Breakfast	Lunch	Dinner	Mid
1226127	JEFF PIELET	LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
1226127	RONALD MILLER	NON LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
1226785	ROBIN NEUMAN	NON LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
1229546	ANGELIKA HARRIS	NON LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Crew Lists

- Add Crew
- Crew History
- Applied Crew
- Apply As Crew

Government Provided
 Breakfast Lunch Dinner Mid-Rations
Signature of Claimant: [Signature] 6/12/13 [sign]
Signature of Operator: [Signature] [sign]
Signature of OIA: [Signature] [sign]

Digital Signatures

➤ MUST complete (after patrol)

AOM Itinerary Entries Screen

Add itinerary/mission for this Order

Itinerary	Mission Code	OPCON	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Start Date	Start Time (Use 24hr)	End Date	End Time (Use 24hr)
<input type="text" value="6/11/13"/>	H: <input type="text"/> M: <input type="text"/>	<input type="text" value="6/11/13"/>	H: <input type="text"/> M: <input type="text"/>
<u>Mission Details</u>			
Location	Assists	Waters	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>SAR Details</u>			
Lives Saved	Persons Assisted	Property Value	Case Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date is filled-in

“SAR Details” entries are only active when you have selected the SAR Mission Code (Type 24)

Use drop down menus to select options

- 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

Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission
FACILITY IN USE (MISSION)	7/20/13	800	7/20/13	1700	Lake Huron	01A

Underway time exceed CG fatigue limits

Facility Data		Automobile Data	
Gallons of Fuel	24.02	Gallons of Fuel	0
Engine Hours	9	Mileage	0
Expenses	Government Provided	Total (\$)	
Fuel	<input type="checkbox"/>	117.70	
Fuel Additives	<input type="checkbox"/>	0.00	
Ice	<input type="checkbox"/>	0.00	
Other Reimbursable Expenses		0.00	
Reason For Other			

Receipts

AuxData Unit: 091-20-03 PORT HURON

Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission
ARRIVE LAUNCH SITE (TRAILERING)	7/27/13	955	7/27/13	1030	Station Port Huron	01B
FACILITY IN USE (MISSION)	7/27/13	1100	7/27/13	1554	ST CLAIR RIVER	02
DEPARTED LAUNCH SITE (TRAILERING)	7/27/13	1625	7/27/13	1713	Station Port Huron	01B

Facility Data		Automobile Data	
Gallons of Fuel	8.32	Gallons of Fuel	2.02
Engine Hours	5	Mileage	0
Expenses	Government Provided	Total (\$)	
Fuel	<input type="checkbox"/>	40.75	
Fuel Additives	<input type="checkbox"/>	0.00	
Ice	<input type="checkbox"/>	0.00	
Other Reimbursable Expenses		6.18	
Reason For Other			

Receipts

AuxData Unit: 091-20-03 PORT HURON

Gaps in mission times
Should be 23A - Standby

Other expenses claimed but no
reason for other given



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

AUXDATA
ORDERMANAGEMENT

AOM Itinerary Issues

Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission
ARRIVE LAUNCH SITE (TRAILERING)	7/28/13	700	7/28/13	900	st clair	01B
FACILITY IN USE (MISSION)	7/28/13	900	7/28/13	1700	st clair	02
DEPARTED LAUNCH SITE (TRAILERING)	7/28/13	1700	7/28/13	1900	st clair	01B

AuxData Unit: 091-20-18 OAKLAND COUNTY

Facility Data		Automobile Data	
Gallons of Fuel	0	Gallons of Fuel	0
Engine Hours	0	Mileage	0
Expenses	Government Provided	Total (\$)	
Fuel	<input type="checkbox"/>	0.00	
Fuel Additives	<input type="checkbox"/>	0.00	
Ice	<input type="checkbox"/>	0.00	
Other Reimbursable Expenses		0.00	

Reason For Other:

8 Hours underway + 4 hours trailering = 10 hours total fatigue time

Missing Facility and Automobile Data

Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission
ARRIVE LAUNCH SITE (TRAILERING)	7/28/13	706	7/28/13	739	Marysville Boat Laun	01B
FACILITY IN USE (MISSION)	7/28/13	814	7/28/13	1743	Marysville Boat Laun	02
DEPARTED LAUNCH SITE (TRAILERING)	7/28/13	1800	7/28/13	1845	Marysville Boat Laun	01B

AuxData Unit: 091-20-03 PORT HURON

Facility Data		Automobile Data	
Gallons of Fuel	8.23	Gallons of Fuel	3
Engine Hours	9	Mileage	49
Expenses	Government Provided	Total (\$)	
Fuel	<input type="checkbox"/>	40.45	
Fuel Additives	<input type="checkbox"/>	0.00	
Ice	<input type="checkbox"/>	0.00	
Other Reimbursable Expenses		0.00	

Reason For Other: Dinner

This is a PWC: Maximum of 6 hours underway with a 1 hour off-water break after the first 3 hours in 24 hour period. This is 9.5 hours U/W plus 1.25 hours trailering plus .75 hours that should have been standby time.

Gallons of fuel for trailering not needed, only total mileage.



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

AUXDATA
ORDERMANAGEMENT

AOM Upload Receipts Screen

Receipts For order : 1005258

App Order number :

1005258

Receipt Photos

Receipt Photo
criteria

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.

File Name	Uploaded By	Date Uploaded
0 Results		

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



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

AUXDATA
ORDERMANAGEMENT

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**



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

AUXDATA
ORDERMANAGEMENT

AOM Orders Completion Screen (Claimant)

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number : 1006080

Document ID :

Facility :
Facility Name : 1 AOM/BOAT
Facility ID : 597211
Call Sign : 371275
Facility Type : 0
Inspection Date : 01/14/13
Crew Required : 3

Owner:
4006107
RONALD D MILLER
138 BUENA VISTA DR
CLAREMONT CA 91711-5513

Operator:
1163342
JEFF PIELET
PO BOX 802916
SANTA CLARITA CA 91380-2916

Reimburse: OWNER

Date: 6/11/13

Sub-Unit: SECTOR LOS ANGELES/LONG BEACH

Patrol Type: 55A: AIR-VESSEL INTERCEPT INTERCEPT

Patrol Time: MORNING

Patrol Area:

Accounting Code

Fuel 2/L 301 111 30 0 AF 73500 2637
Subsistence 2/K 301 299 11 0 AX 73500 1180
SAMA - Boat 2/L 301 111 30 0 69 73500 257P
Trailing 2/L 301 111 30 0 AF 73500 2634

Comments:
Helo Hoist Training with Air
Station Los Angeles

Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission
FACILITY IN USE (MISSION)	6/11/13	800	6/11/13	1130	Santa Monica	41

Facility Data
Gallons of Fuel : 13.1
Engine Hours : 3.5
Automobile Data
Gallons of Fuel : 0
Mileage : 0

Expenses	Government Provided	Total (\$)
Fuel	<input type="checkbox"/>	71.11
Fuel Additives	<input type="checkbox"/>	0.00
Ice	<input type="checkbox"/>	0.00
Other Reimbursable Expenses		0.00

Receipts

Add Itinerary

AuxData Unit : 114-12-42 SANTA MONICA BAY

Member ID	Name	Position	Breakfast	Lunch	Dinner	Mid
1234567	JCOASTIE	LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
7654321	IMCOXN	NON LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
9876543	URBOATR	TRAINEE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Add Crew

Crew History

Applied Crew

Apply As Crew

Government Provided
 Breakfast Lunch Dinner Mid-Rations

Signature of Claimant
JCOASTIE 6/12/13 sign

Signature of Operator
IMCOXN 6/12/13 sign

Signature of OIA
sign

[Order History](#)

Save

Complete Order

Cancel Order

Close (Without Saving)

Review History

➤ MUST complete (after patrol)

AOM Orders Completion Screen (OIA)

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number : 1006080
Document ID :

Facility :
Facility Name : 1 AOM/BOAT
Facility ID : 597211
Call Sign : 371275
Facility Type : 0
Inspection Date : 01/14/13
Crew Required : 3

Owner:
4206127
RONALD D MILLER
138 BUENA VISTA DR
CLAREMONT CA 91711-5513

Operator:
1163342
JEFF PIELET
PO BOX 802916
SANTA CLARITA CA 91380-2916

Reimburse: OWNER

Date: 6/11/13
Patrol Time: MORNING
Sub-Unit: SECTOR LOS ANGELES/LONG BEACH
Patrol Area:

Patrol Type: 55A: AIR-VESSEL INTERCEPT INTERCEPT

Accounting Code

Fuel 2/L 301 111 30 0 AF 73500 2637
Subsistence 2/K 301 299 11 0 AX 73500 1180
SAMA - Boat 2/L 301 111 30 0 69 73500 257P
Trailing 2/L 301 111 30 0 AF 73500 2634

Comments:
Helo Hoist Training with Air
Station Los Angeles

Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission
FACILITY IN USE (MISSION)	6/11/13	800	6/11/13	1130	Santa Monica	41

Facility Data
Gallons of Fuel : 13.1
Engine Hours : 3.5
Automobile Data
Gallons of Fuel : 0
Mileage : 0

Expenses	Government Provided	Total (\$)
<input type="checkbox"/> Fuel	<input type="checkbox"/>	71.11
<input type="checkbox"/> Fuel Additives	<input type="checkbox"/>	0.00
<input type="checkbox"/> Ice	<input type="checkbox"/>	0.00
<input type="checkbox"/> Other Reimbursable Expenses	<input type="checkbox"/>	0.00

Receipts

Add Itinerary

AuxData Unit : 114-12-42 SANTA MONICA BAY

Member ID	Name	Position	Breakfast	Lunch	Dinner	Mid
1234567	JCOASTIE	LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
7654321	IMCOXN	NON LEAD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
9876543	URBOATR	TRAINEE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Add Crew
Crew History
Applied Crew
Apply As Crew

Government Provided
 Breakfast Lunch Dinner Mid-Rations
Signature of Claimant: JCOASTIE 6/12/13 sign
Signature of Operator: IMCOXN 6/12/13 sign
Signature of OIA: sign

[Order History](#)

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

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 ?



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

AUXDATA
ORDERMANAGEMENT