



# AUXDATA Order Management

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**AOM**

**COMO Gary Taylor**





# AOM Overview

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- AOM will replace the legacy POMS program as it is activated in your district.
- AOM is an entirely new program!
- AOM is not an upgraded or improved POMS.
- AOM has no link to POMS.



# AOM Overview (con't)

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- AOM is owned and was developed entirely by the Coast Guard
- AOM is behind their firewall on their servers so security is improved.
- AOM is a standardized system following all CG and Auxiliary policy requirements.
- AOM will be fully integrated with AUXDATA and the FINCEN.



# AOM Overview (con't)

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- AOM will allow for both electronic signatures and submittal of receipts resulting in total electronic submittal (no more stamps and envelopes required!).
- Will be phased-in on a district-by-district basis. D14 on 14 Nov, D5 (N&S) next up.
- AOM is to be fully deployed by 1 April 2013.
- You will receive further information about the AOM system before it is activated in your district.





# AOM Home Page

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<http://ordermgmt-train.uscg.gov/>

Works best in FIREFOX or Internet Explorer  
7 and up with JavaScript enabled

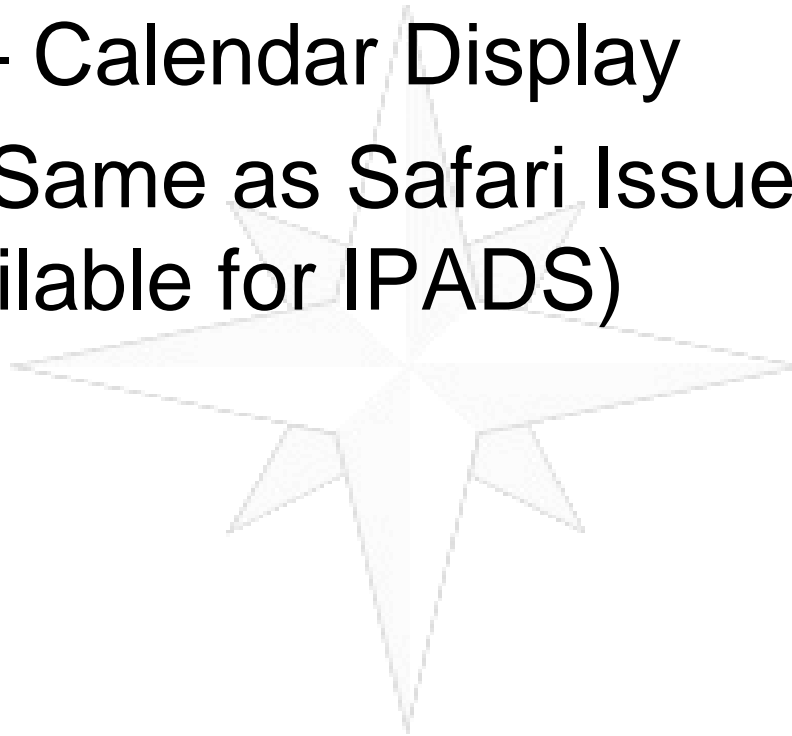
\* To enable JavaScript in Internet Explorer: Internet Options-> Security->Custom Level->Scripting->Active Scripting->Enable



# Known Browser Issues

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- Chrome – Calendar Display
- Safari – Calendar Display
- iPad – Same as Safari Issues (Firefox is not available for IPADS)





# Auxiliary Help Desk

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- Please submit all problems and feedback to the Auxiliary Help Desk.
- <http://help.cgaux.org/index.php?/Tickets/Submit/RenderForm/48/>
- Available from inside AOM.



# United States Coast Guard Auxiliary

## National Help Desk + Knowledge Base

[Home](#) [Submit a Ticket](#) [Knowledgebase](#) [Troubleshooter](#) [News](#)

English (U.S.)

[Login](#) [Subscribe](#)

Your email address

☐ Remember me

Lost password

Login

### NOTICE:

Members may use this site to submit queries about the Coast Guard Auxiliary that they have not been able to have answered by Coast Guard and Auxiliary reference materials (e.g., web sites, manuals, instructions), Auxiliary parallel staffing, and the Auxiliary chain of leadership and management.

Complaints, requests for investigation, and any personal matters dealing with recognition or administrative discipline will not be acknowledged. Such matters must be submitted to and handled through the appropriate Auxiliary chain of leadership and management.

Please type your search query here

SEARCH

### Your ticket details

Enter your ticket details below. If you are reporting a problem, please remember to provide as much information that is relevant to the issue as possible.

#### General Information

Full Name

Email

Priority

Normal

#### Operations Management

Computer Type (PC/Mac/Other):

Please be specific

Operating System::

"Windows XP", "Mac OS X 10.6", etc.

What Internet Browser are you using?:

IE, Firefox, Chrome, etc.

District/Region:

USCG or Other

Pick one

Put you district in here

#### Message Details

Subject





Subject

Upload File(s) [ + Add File ]

#### Verify Ticket Submission

Please enter the text you see in the image into the textbox below. This is required to prevent automated registrations and form submissions.



Required

Submit

Help Desk Software by Kayako Resolve



# Security Screen

-- W A R N I N G ! --

Unauthorized access is prohibited by Title 18 USC Section 1030.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for the USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

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See User Agreement for details.





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

**AUXDATA**  
**ORDERMANAGEMENT**

## AUXDATA Order Management

TRAINING - Blade Server

USCG Auxiliary - Order Management

Release 1.5.1

[Home](#)

[System Maintenance Schedule](#)

[Downtime Schedule](#)

[Release Notes](#)

[User Guides & Tutorials](#)

[Help](#)

To Log On → System: AUXDATA Order Management - (For Testing Only)

[I forgot my password](#)

← To get new password

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

[AUXDATA](#)

[CG Auxiliary](#)

[AUXINFO Reports](#)

[USCG](#)

[Rules of Behavior](#)

[Privacy Notice](#)





AUXDATA  
**Order Management**

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*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**



# Change Password



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 :

Click on My Account

Note: New Password Criteria




# AOM Sign-On Screen



User Name:  ← Usually 1<sup>st</sup> initial and last name

Password:

# Location Screen



U.S. Department of Homeland Security

**United States Coast Guard Auxiliary**

AUXDATA

**ORDER MANAGEMENT**

Please Select a location :

☐ ELEVENTH SOUTHERN

☐ AIR STATION LOS ANGELES

☒ SECTOR LOS ANGELES/LONG BEACH

☐ SECTOR SAN DIEGO

Select A Location

if

You Have Access to

More Than One


If not, you will go direct to your

location

Select

Click to Request Orders

# Patrol Calendar



U.S. Department of Homeland Security  
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**ORDER MANAGEMENT**

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

[Auxiliary Help Desk](#) | [Log out](#)  
Logged in as :  
GARY TAYLOR  
Your Locations:  
SECTOR SAN DIEGO

[Request Orders](#)  
[New Open Orders](#)

« 2015 Jan »

M	T	W	T	F	S	S
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	31	1	2	3
4	5	6	7	8	9	10

Requested

Approved

Completed

Submitted

Canceled

Open

All

My Orders

My Endorsements

All

Filter

Day Week Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4 CF9986PD- FAMILY BOAT	5
6	7	8	9	10	11	12
13 AZ0814BJ- ISLAND GIRL	14	15	16	17	18	19
20	21	22	23	24	25	26
27 NM114JC- OCEANSIDE HRB ME	28	29	30	31	1	2



# Patrol Request



Requesting Patrol Orders

Dept of Homeland Security  
United States Coast Guard  
CG-5132

## Coast Guard Auxiliary Patrol Order

Aux Order Number

Facility:

Owner:

☐ Owner is Operator

☐ Owner On Board

☐ Owner Not On Board

Crew Required :

Reimburse:

Add patrol comments here

Date:

Sub-Unit:

Patrol Type:

Patrol Time:

Patrol Area:

### Accounting Code

Fuel

Subsistence

SAMA - Boat

SAMA - Air

Trailing

Comments

Submit Request

Close (Without Saving)





# Completed Order Request

## Requesting Patrol Orders

Dept of Homeland Security  
United States Coast Guard  
CG-5132

### Coast Guard Auxiliary Patrol Order

Aux Order Number

**Facility** ISLAND GIRL : AZ0814BJ

**Owner:** KAREN H NOVO : 1223551

☐ Owner is  
Operator

Select Operator

1172913

**Facility Name :** ISLAND GIRL

1223551

☒ Owner On  
Board

GARY A TAYLOR

**Facility ID :** AZ0814BJ

KAREN H NOVO

7012 N CLEAR SKY COURT

**Call Sign :** 241234

16238 E JULIUS RD

☐ Owner  
Not On Board

PRESCOTT VALLEY AZ 86315-9035

**Facility Type :** E

GILBERT AZ 85297-8437

**Inspection Date :** FEB-09-2012

**Crew Required :** 2

**Date:** 2013-01-13

**Sub-Unit:** SSD Inland AZ Lakes

**Patrol Type:** 01A: MARITIME OBSERVATION (MOM)

**Patrol Time:** AFTER HOURS

**Patrol Area:** Canyon Lake

### Accounting Code

**Fuel**

2/L 301 111 30 0 64 73500 2637

**Subsistence**

2/K 301 299 11 0 AX 73500 1180

**SAMA - Boat**

2/L 301 111 30 0 61 73500 267P

**Trailing**

2/L 301 111 30 0 64 73500 2634

### Comments:

Test Patrol in AOM  
Radio Guard will be Prescott  
Mobile 1

Submit Request

Close (Without  
Saving)





# E-Mail Notification Example

**From** [TRAINING Order Management <auxdatamail@uscg.mil>](mailto:auxdatamail@uscg.mil)  
**Subject** **TRAINING BETA TEST- NEW MOM PATROL REQUESTED FOR SECTOR SAN DIEGO**  
**To** [Gary Taylor](mailto:garytaylor@novosandsailor@gmail.com), [novosandsailor@gmail.com](mailto:novosandsailor@gmail.com), [Gary Taylor](#), [LT John Bannon](#), [MSTC Andrew Wall](#), [michael.saverson@uscg.mil](mailto:michael.saverson@uscg.mil), [calusa@c](#)

A new patrol request has been created for SECTOR SAN DIEGO by GARY A TAYLOR.  
The details of the patrol are as follows:

Date: 01/13/2013  
Time: AFTER HOURS  
Type: MOM  
Order Number: 1000942  
Patrol Area: Canyon Lake  
Operator: GARY A TAYLOR  
Owner: KAREN H NOVO  
Facility: AZ0814BJ-ISLAND GIRL  
Comments: Test Patrol in AOM  
Radio Guard will be Prescott Mobile 1

OIAs, Login to the TRAINING TEST here to approve the order <http://ordermgmt-train.uscg.gov/>



# Completed Patrol Order

Dept of Homeland Security  
United States Coast Guard  
CG-6132

## Coast Guard Auxiliary Patrol Order

Aux Order Number :1000942  
Document ID :2713373LGT006

### Facility

Facility Name : ISLAND GIRL  
Facility ID : AZ0814BJ  
Call Sign : 241234  
Facility Type : E  
Inspection Date : FEB-09-2012  
Crew Required : 2

### Owner:

1223551  
KAREN H NOVO  
16238 E JULIUS RD  
GILBERT AZ 85297-8437

### Operator:

1172913  
GARY A TAYLOR  
7012 N CLEAR SKY COURT  
PRESCOTT VALLEY AZ 86315-9035

Reimburse: OWNER

Date: 2013-01-13 Sub-Unit: SSD Inland AZ Lakes Patrol Type: 01A: MARITIME OBSERVATION MOM

Patrol Time: AFTER HOURS Patrol Area: Canyon Lake

### Accounting Code

Fuel 2/L 301 111 30 0 64 73500 2637  
Subsistence 2/K 301 299 11 0 AX 73500 1180  
SAMA - Boat 2/L 301 111 30 0 61 73500 257P  
Trailerling 2/L 301 111 30 0 64 73500 2634

### Comments:

Test Patrol in AOM  
Radio Guard will be Prescott  
Mobile 1

Do not  
check  
unless  
you  
received  
from the  
CG at  
no cost

Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission
ARRIVE LAUNCH SITE (TRAILERING)	2013-01-13	800	2013-01-13	830	Canyon Lake	01B
FACILITY IN USE (MISSION)	2013-01-13	830	2013-01-13	845	Apache	23A
FACILITY IN USE (MISSION)	2013-01-13	845	2013-01-13	1200	Canyon	24
FACILITY IN USE	2013-01-13	1200	2013-01-13	1500	Canyon	24

**Facility Data**  
Gallons of Fuel: 75  
Engine Hours: 7

**Automobile Data**  
Gallons of Fuel: 0  
Mileage: 10

**Expenses**  
Fuel ☐ 225.00  
Oil/ Fuel Additives ☐ 0.00  
Ice ☐ 0.00  
Other Reimbursable Expenses ☐ 0.00

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

**Reason For Other**  
☐ Add Crew  
☐ Crew History  
☐ Applied Crew  
☐ Apply As Crew

**Signature of Claimant**  
Signature of Operator  
Signature of OIA

**Receipts**  
sign  
sign  
sign

NOTE



# RECEIPTS

Receipts For order : 1000942

AuxOrder number :

1000942

## 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.

Browse...

submit

close

Submitting receipts in PDF format is being worked on

File Name

Uploaded By

Date Uploaded

0 Results





# THANK YOU

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***Now on to a live demo, with a little luck.***

