



Add Activity to Patrol Order



5

Scrolling down enter information for Mission Details, such as any SAR activity

6

In the Activity Approvers section the FSO-IS and SO-IS positions will auto-populated with members who are qualified as FSO-IS and SO-IS users once the Activity is saved

7

In the Patrol Order Information section, these fields would be automatically populated as the Activity is created from a Patrol Order.

8

Click 'Save'

9

New Activity has been added and can be viewed under "Related Lists"

5

Activity Approvers

FSO-IS

Search People...

6

SO-IS

Search People...

Patrol Order Information

Patrol Order

PO-192264

7

Patrol Status

--None--

System Information

Record Type

Unit

Owner

Jessica Jones

Cancel Save & N Save

8



Activities (1)

New

9

Activity Re... Mission Code Mission Start... Duration

AL-6483267 01A: MARITIM... 4/30/2020 12:... 0.17



View All



Add Members to Patrol Order Activities



10

For EACH activity on a Patrol Order, select Member Assignment tab, and check the box to select members from the top listing for that activity

Home Members Units Activity Logs Facilities More ▾

Search...

+ Follow Submit for Approval Edit ▾

Activity AL-1375805

Record Type Mission Code Mission Start Time Review Status Owner
 OI: NON SAR STANDBY 6/23/2018 9:20 AM Approved Admin User

Mission Code Description

DETAILS RELATED **MEMBER ASSIGNMENT** TASK CAPTURE

13

NOTE: When finished with adding members, click "Submit for Approval"

11

NOTE: Select all members involved in each activity by clicking on leading box.

Member Assignment

Search User

Unit Level

All District Division Flotilla Internal National

Member ID	Members Name	Unit Number
<input type="checkbox"/> 1243071	DARREL JAMES GRAZIANI	0700509
<input type="checkbox"/> 1148245	DAVID A ELLIOT	0700509
<input type="checkbox"/> 1144874	GERARD A PERRY	0700509
<input type="checkbox"/> 1239325	HENRY WILLIAM CUSHARD III	0700509
<input type="checkbox"/> 1242644	MARCUS KRISTOS KIRIAKOW	0700509
<input type="checkbox"/> 3003503	TAMMY LYNN ROSS	0700509

Get My Unit Members Add Members

12

12

Then click on the ADD MEMBERS button to add those members to the selected activity and to assign positions, etc.

Member Id	Name	Position
<input type="checkbox"/> 1144874	GERARD A PERRY	TRAINEE



Navigate Patrol Order Page



An AUX Member should add further detail to the Patrol Order, as information becomes available.

1

On the Patrol Order details section further details can be edited.

2

Scrolling down, under Facility Usage section, enter details on Gallons of Fuel (and Engine Hours).

WARNING: 'Engine Hours' must NOT exceed 'Total U/W/ Hours'

Underway Hours (U/W) are automatically calculated from total activity times.

3

Under Automobile Usage section enter details on Mileage.

Home Members Units Activity Logs Facilities More

Patrol Order PO-192264 Edit

Facility F-23286 Crew Requirement Met

Patrol Order Record Number PO-192264 Status Approved

Facility F-23286 Owner Jessica Jones

Facility Name BOAT Reimburse OWNER

Facility Type Boat Patrol Type DIA, MARITIME OBSERVATION (MOM)

Facility Owner Type Owner is Operator Patrol Date 4/9/2020

Operator Jessica NMN Jones Patrol Time MORNING

Facility Call-Sign@ J1234-45 Location Sector Northern New England

Radio Facility Type Airboat Sub-Unit

Total U/W Hours Patrol Area

Total Patrol Duration (Hours)

Facility Usage

Gallons of Fuel (Facility) Engine Hours 0.00

Automobile Usage

Mileage

Crew (1) New

Crew Reco...	Name	Member	Position
CREW0000...	Jessica NMN ...	Lead	

Activities (0) New

Files (0) Add Files

Upload Files

Or drop files



Navigate Patrol Order Page



An AUX Member should add further details to the Patrol Order.

4

Scrolling further down under the **Expenses** section enter details.

Note: If you check the box indicating government has provided fuel, you may NOT expense fuel.

Expenses

4

Fuel Expenses

Fuel Additives Expenses

Ice Expenses

Other Reimbursable Expenses

Did Government Provide Fuel?

Did Government Provide Fuel Additives?

Did Government Provide Ice?

Reason for Other Expenses

5

Under **Government Provided Rations** section, enter details.

NOTE: If you check the box indicating government has provided rations, you may not assign meals to Crew for this Patrol Order.

Government Provided Rations

5

Government Provided Breakfast

Government Provided Dinner

Government Provided Lunch

Government Provided Mid-Rations



Add File to Patrol Order



Home

Members

Units

Activity Logs

Facilities

More

Search...



Patrol Order
PO-192264

Edit

Facility
F-23286

Crew Requirement Met
✖



To add a File to the Patrol Order, click on the 'Add Files' button in the upper right corner of the Files related list section, or click on the 'Upload Files' button.

Patrol Order Record Number
PO-192264

Facility
F-23286

Facility Name
BOAT

Facility Type
Boat

Facility Owner Type
Owner is Operator

Operator
Jessica NMN Jones

Facility Call-Sign
J1234-45

Radio Facility Type
Airboat

Total U/W Hours

Status
Approved

Owner
Jessica Jones

Reimburse
OWNER

Patrol Type
01A: MARITIME OBSERVATION (MOM)

Patrol Date
4/9/2020

Patrol Time
MORNING

Location
Sector Northern New England

Sub-Unit

Patrol Area

Crew (1) New

Crew Reco...	Name	Member	Position
CREW0000...	Jessica NMN ...	Lead	▼

[View All](#)

Activities (0) New

Files (0) Add Files

[Upload Files](#)

Or drop files





Add File to Patrol Order



2

Select File, such as a receipt, or Click on the **Upload Files** button

Select Files

[Upload Files](#)

Owned by Me **2** You don't have any files here. Try a different filter, or upload a file.

Shared with Me

Recent

Following

Libraries

Related Files

0 of 10 files selected Cancel Add **3**

3

Click **Add**

4

Click **Done** once upload is completed.

Upload Files

Screen Shot 2020-04-28 at 9.32.21 ... 130 KB

1 of 1 file uploaded **4** Done

5

New **File** has been added and can be viewed under Related Lists

Files (1) **5** [Add Files](#)

Screen Shot 2020-04-28 at...
Apr 28, 2020 • 130KB • png

[View All](#)



Completing Patrol Order Page



An AUX Member must finalize the Patrol Order submission.

This is done by signing the Patrol Order, then changing the “Status” to COMPLETE, and then saving the Order.

6

Scrolling further down under **Signatures**, to sign for the Patrol Order [click on the pencil icon](#) and check the box. Do not enter any other data in this box.

NOTE: An electronic signature is automatically recorded upon checking the box

NOTE: Operator and Claimant fields. Operator is the facility operator and claimant is the individual selected on the Patrol Order first page under “Reimburse”

Signatures 6

Signature of Operator	<input type="checkbox"/>	Signing Operator Name	Jessica Jones
Operator Signed Date			
Signature of Claimant	<input type="checkbox"/>	Signing Claimant Name	Jessica Jones
Claimant Signed Date			
Signature of OIA	<input type="checkbox"/>	Signing OIA Name	
OIA Signed Date		Fincen Patrol Order File Created Date	
OIA Approver			



Reviewing Patrol Order Page



An AUX Member can review details of the Patrol Order.

1

Scrolling further down under **Lines of Accounting** section, the **'SAMA Boat Reimbursement'** is automatically calculated by Engine Hours * SAMA Boat Rate per Hour

NOTE: 'SAMA Boat Rate per Hour' can be found on the associated Facility page by clicking on the Facility record # at the top of the page.

'SAMA Air Reimbursement' is automatically calculated by Engine Hours * SAMA Aircraft Maintenance

NOTE: 'SAMA Aircraft Maintenance' can be found on the associated Facility page by clicking on the Facility record # at the top of the page.

∨ Lines of Accounting

1

SAMA Boat Reimbursement
\$0.00

SAMA Air Reimbursement
\$0.00

SAMA - Boat Accounting Code
21 001 101 30 0 5A 71826 257P

SAMA - Air Accounting Code

Fuel - Air Accounting Code

Fuel - Boat Accounting Code
21 001 101 30 0 9A 37000 2637

Subsistence Accounting Code
2 K 001 299 11 0 AX 73500 1180

Trailing Accounting Code
21 001 101 30 0 9A 37000 2634

SAMA Air Oil Reimbursement
\$0.00