

## **Management System (AOMS) Procedure Document (Version 1)**

17 December 2012

**District Five will begin the move to AUXDATA Order Management System (AOMS) in December 2012. Use of POMS will cease on the AOMS implementation date. Orders for patrol dates after AOMS implementation must be entered in AOMS. POMS will be maintained to process the completed patrols with patrol dates on or prior to AOMS implementation. All patrol orders in POMS with patrols dated after AOMS implementation date shall be canceled. All POMS orders must be submitted for processing within 30 days of patrol and all orders not processed in POMS by that time will be auto canceled as POMS will be secured at that point.**

**Patrols shall be invalidated and no reimbursement will be approved if the patrol is conducted after AOMS implementation date with orders issued in POMS and/or an order for that patrol is not approved in AOMS (Temporary orders excepted).**

This Sector North Carolina AUXDATA Order Management System (AOMS) Procedure Document is provided as an assist for understanding the revised and new procedures for surface patrol order management and their implication for surface facility owners, operators and staff officers. This document is not intended to be all inclusive and will be updated as needed. Updates will be distributed via SOs-OP who will affect further distribution in their respective Division. The updates will be tracked using version numbers and date of issue in the file name and document title.

The "AUXDATA OM Overview Guide" has been distributed via e-mail to Sector North Carolina SOs\_OP. They should have affected further distribution within their respective Division. The Guide explains the functions that can be performed on each of the screens presented under the various AOMS tabs and menus. This document will refer to the AOMS screen names used in the Guide.

AOMS is designed to be a paperless system for requesting, issuing, approving, and submitting orders to FINCEN.

Some of the differences between POMS and AOMS are:

- AOMS Sector OIA replaces the POMS Location Administrator. Sector North Carolina AOMS OIA is Joe Truelove (910 232 2616); auxops054@gmail.com.
- Patrol orders must be requested through AOMS.
- Patrol order number is assigned when the request for orders is submitted. This does not authorize the patrol.
- The OIA must approve all order requests for the patrol to be authorized. However, temporary orders may be authorized as provided for in "Temporary Orders" below.
- An e-mail is automatically generated and sent to the facility operator and owner when a patrol request has been approved.
- There is no capability to print patrol orders.
- There are no Patrol Categories only Patrol Types.
- AOMS requires receipt images be uploaded to the system before the order is sent to the Coast Guard Finance Center (FINCEN).
- There is no separate form 7030. All 7030 information is generated from the patrol order.
- AOMS does not keep track of who enters comments on the orders.

- PEPIRB information is not entered or provided
- Designating authorized operators of a facility is not an AOMS feature.
- Flotilla and Division Staff Officer for Operations do not have order issuing permission in the system nor can they change order information.

## GENERAL

- The Help Desk IS NOT to be used to report problems with AOMS. All problems with the AOMS system should be reported to the OIA. OIA will either resolve the problem or forward the information to the development team via DIRAUX.
- The system is designed so that all Sector North Carolina surface patrol order requests will be approved by the OIA and, when the order has been signed by the owner and operator, submitted by the OIA to Coast Guard Finance Center (FINCEN).
- All entries in a patrol order's Comment box shall be signed. The signature shall be the log-on name and title of the person making the entry: for example, jsmith, Owner; jjones Coxswain; jcook, FSO-OP 054-26-XX, jbaker; SO-OP 054-20, jtruelove; OIA SNC).
- Comments are sent to FSO-IS/SO-IS with 7030 information.
- Comments currently required by the SO-OP Guide for both the 5132 and 7030 are to be entered in the AOMS order Comments box.
- When OIA sends the order to FINCEN for reimbursement the 7030 is automatically sent via e-mail to the Information Systems staff officer selected by the owner/operator when completing the order. This should always be the FSO-IS unless directed otherwise by the SO-IS.
- Comments about the conduct of a patrol are encouraged and must be signed.

## REQUESTING PATROL ORDERS

- Information required on the Requesting Patrol Orders screen is self explanatory.
- Sub-unit is the Operator's Division.
- Patrol Type must be one authorized for use in Sector North Carolina as shown in Table 1 below.
- The following patrol types require information in the Comments box so the OIA can validate the request.
  - OPERATIONS TRAINING (QUALS) (TRNQUALS): the name of a QE. If QE is active duty CG, the person's name and employee number.
  - LOGISTICS MISSION (LOG): the name of the requesting CG authority and his/her unit.
  - NAVIGATION SYSTEMS PATROL (CHART): The mission's purpose as PATON; Federal ATON; Chart updating; or Bridge Administration and the CG authority and his/her unit or the Auxiliary NS Staff Officer requesting the patrol.
  - REGATTA-SAFETY ZONE SUPPORT (REGATTA):
    - The marine event name and Coast Guard assigned Marine Event number and the requesting CG authority and his/her unit or:
    - For CFR-33 authorized events, the requesting CG authority and his/her unit.

## PATROL ORDER REQUEST APPROVAL/DENIAL

- Patrol order requests are edited, approved, or denied from the "Requested Patrol Order: [number]" screen.
- The reason for OIA denying a an order request shall be entered in the Comments box and signed. An e-mail is automatically sent to the owner and operator with the reason for denial.
- OIA can re-activate a denied request after errors are corrected and the request is otherwise

correct. An e-mail is automatically sent to the owner and operator with the approved order information..

- OIA's edits made to a patrol order request shall state the edit and reason in the Comment box and signed.
- Operators and Staff Officers for Operations may contact OIA to discuss issues with requests denied or edited and/or orders rejected..

## COMPLETING PATROL ORDERS

- AOMS, in the current configuration, permits orders to be completed with information missing. In order for the order to be submitted to FINCEN the following information must be included as a minimum for completed patrol orders:
  - Minimum crew.
  - Itinerary,
  - Fuel Cost or Gov't Provided,
  - Gallons fuel used,
  - Engine Hours,
  - Accounting for oil/additives if claimed,
  - "Reason for Other" expense if claimed.
  - AUXDATA Unit; select the Flotilla level (FSO-IS) from the pull-down menu to send 7030 information for entry into AUXDATA, and
  - Both owner and operator signature.
- All persons on board must be listed in AOMS as crew (including QEs) or their names (and if Coast Guard, their unit), status (e.g., "guest", "Boarding Officer", etc.) must be entered in the Comments box.
- Although listed as crew QEs must be identified as such in the Comments box (for example: Warren Edman, QE [signed] jsmith, operator).
- Crew members involved in trailering the facility must be identified in the Comments box (for example: J. Jones and B. Bop trailered [signed] jsmith, operator)..
- If the first entry in the itinerary block is not the Mission Code for the Patrol Type, an explanation must be entered in the Comments box.
- Fuel receipts are required regardless of amount. The \$75.00 limit does not apply in D5SR. See the Overview Guide for receipt uploading instructions. A copy of the image as well as the original receipt should be retained. (An alternative to scanning the receipt, is to take a digital photograph of the receipt(s) and up load the picture file.)
- More than one receipt (e.g., fuel; oil; additive; "other expense") may be included on one uploaded image.
- Any other receipts may be uploaded for record purposes. A copy of the image as well as the original receipt should be retained by the claimant.
- It is suggested that SAR Reports be upload as a separate file in the same manner as the receipt to maintain the record.
- It is suggested that claimants and operators use a screen capture software program to capture the completed and signed AOMS order screen and save the file to a computer or print if they wish to retain a record of the order.

**TABLE 1 - AUTHORIZED SECTOR NORTH CAROLINA PATROL TYPES**

<b>AUXDATA OMS (AOMS) PATROL TYPES</b>	<b>AOMS ITENERARY MISSION CODE</b>	<b>USED IN SNC</b>	<b>POMS/7030 FORM PATROL TYPES</b>
AIR-VESSEL INTERCEPT (INTERCEPT)	AUXMP 55A	NOT FOR SURFACE OPS	55A
CG OPERATIONAL SUPPORT (OPSSUPT)		NO	
CONTINGENCY PLANNING (CONTPLAN)	MS 70E	NO	
GOVERNMENT SUPPORT (FEDERAL)	GOVSUP 41	NO	41 - OTHER SUPORT AGENCIES
GOVERNMENT SUPPORT (LOCAL)	GOVSUP 43	NO	43 – LOCAL SUPPORT
GOVERNMENT SUPPORT (STATE)	GOVSUP 42	NO	42 – STATE SUPPORT
ICE RECON (ICERECON)		NO	53
LOGISTICS MISSION (LOG)	AUXMP 54A	FOR CG PERSONNEL TRANSPORT ONLY	54A
MARINE SAFETY AND MEP (POLLUTIONRSP)	MEP 28G	NO	28G – INITIAL POLLUTION RESPONSE
MARITIME OBSERVATION (MOM)	AUXMP 01A	YES	01A – SAFETY PATROL
MEP RESPONSE-DETECDTION (MEPRES)	MS 70B	NO	
MS OBSERVATION (MSOBS)	MS 70M	NO	
NAVIGATION SYSTEMS PATROL (CHART)	AUXMP 03	YES	03 - NAVIGATION SYSTEMS PATROL
OPERATIONAL SUPPORT (RADIOWATCH)		NOT FOR SURFACE OPS	20B – RADIO WATCHSTANDING/NET
OPERATIONS TRAINING (QUALS) (TRNQUALS)	AUXMP 22A	YES FOR QE MISSION ONLY	
OPS TRAINING (OPSTRNG)		NO	22B – OPS TRAINING
REGATTA-SAFETY ZONE SUPPORT (REGATTA)	AUXMP 02	YES	
SAR PROSECUTATION (SAR)	SAR 24	YES	
SAR STANDBY-BRAVO STATUS (STANDBY)	SAR 23A	YES WHEN ANCHORED/MOORED OR CG REQUESTS	
SEA PARTNERS-ENVIRONMENTAL (SEAPART)	70N	NO	
VESSEL VERIFICATION (HARPAT) (VSLVERIFVIST)	70D	NO	
WATERWAY MANAGEMENT SUPPORT (WWMGMT)	70F	NO	

## VERIFYING PATROL ORDERS

- FSOs-OP and SOs-OP are encouraged to monitor patrol order requests and activity in their respective Flotilla and Division.
- Staff Officers should provide guidance to owners/operators and/or advise the OIA when information on a requested or approved order is noted. It is suggested, but not required, that Staff Officers enter their log-on name and date when an order is reviewed, and when deemed appropriate, enter any comments about the order to inform others of actions. This will help keep Staff Officers in the management chain and OIA informed of others actions to resolve issues or problems.
- After claimant and operator has signed an order and the information is complete and accurate, the OIA will sign and submit the order to FINCEN.
- If information is either incomplete or inaccurate, the OIA may either
  - document the issue in the Comments box on the order and advise the claimant and operator by e-mail or phone, or,
  - Reject the order in AOMS. An automatically generated e-mail will be sent to the operator. The e-mail will include the reason for rejection and will erase the owner's and operator's signature. When the issue has been resolved, the owner and operator must sign the order again before the OIA can submit it to FINCEN.
- To determine if an order has been submitted to FINCEN, click on "Order History" in the lower left side of an order screen.

## TEMPORARY ORDERS

- Flotilla and Division Staff Officers for Operations , the OIA , or a Coast Guard unit commander, Officer in Charge or duty officer may authorize an operator to conduct a patrol and issue temporary orders to operators for the following situations:
  - SAR callout by a Coast Guard unit.
  - SAR callout on a sole-state or U.S. and State concurrent jurisdiction waters requested by a local government agency. (Sector North Carolina Command Duty Officer must be notified.)
  - Urgent request for immediate support by a Coast Guard unit and the OIA cannot be contacted.
- As soon as possible after issuing a temporary order, the staff officer must inform the OIA by e-mail providing the patrol date, facility name, the condition that prompted authorizing the patrol, and temporary order number. This permits the OIA to identify the order request when the operator submits it.
- The operator must submit an order request in AOMS as soon as possible after having a temporary order issued. In the Comments box on the order request the operator shall enter the temporary order number, the condition that prompted authorizing the patrol, and temporary order number, and if the order was authorized by a Coast Guard authority, the name, rank, title and unit of the authorizing person.