

MEMORANDUM

6 April, 2012

From: Joe Truelove
Auxiliary POMS Location Administrator, CG Sector North Carolina
To: CG Sector North Carolina Auxiliary Staff Officers for Operations (SOs-OP)
Subj: Guidance for Sector North Carolina (SNC) POMS Administrator Users (V5)
Ref: See Appendix D for references.

This memorandum is provided for your information and to help guide you with your SO-OP duties and responsibilities. It is not all inclusive of policies and procedures you are required to follow, but highlights those most often encountered. Please advise me of any errors or inconsistencies in this memorandum. Your suggestions for improvements to this memorandum are solicited.

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1. GENERAL

1.1. Conducting Business.

Unless there is a matter of urgency, please conduct POMS administrative business during normal business hours on weekdays.

1.2. Performance Expectation.

I will be expecting that you have reviewed all documents required and submitted and that you will have taken action to rectify any discrepancies. You should document for the record all actions taken.

1.3. Point of Contact.

You should be the point of contact for your Division’s FSOs-OP for issues concerning patrol orders and POMS use. Be familiar with the Auxiliary Manual, Auxiliary Operations Policy Manual, 5th District, Southern Region Policy Manual; Sector North Carolina policies, crew and coxswain training manuals and qualification guides. Most questions can be answered by consulting these documents and this guide. If not, or if there is doubt, don't hesitate to ask me

1.4. Updates.

Updated versions of this memorandum will be sent as needed. Where information in this memorandum that conflicts with any disseminated policy, the disseminated policy shall prevail.

2. POMS ADMINISTRATION

2.1. Member Access.

- a. Members who are basically qualified have access to POMS using their member number as USER ID

and the last six digits of their Social Security Number (SSN) as PASSWORD. Members may change their password at any time by logging onto POMS, clicking Help on the Calendar page menu; then selecting Change Password; and following the instructions

- b. All claimants' SSN must be in POMS . This is required for the Coast Guard Finance Center payment processing and for initial access to POMS. The member must send his/her SSN directly to me. Additionally, the claimants must complete and send to the Coast Guard Finance Center an Electronic Funds Transfer form available at https://www.fincen.uscg.mil/secure/enrollment_form.htm. (Ref. A Chap 9.D.1)
- c. Encourage POMS use by all boat crew members. Instructions for using POMS' features for coxswains and crew members are contained in the above Division 10 POMS Tutorial. Coxswains, especially, should be encouraged to use POMS for processing 5132 and creating and submitting Form 7030.

2.2. Patrol Documentation.

In addition to forms 5132 and 7030 which are required to record every patrol, POMS 5132 and 7030 Remarks feature should be used by owner/operator and staff officers to log unusual events occurring during a patrol, reason for delayed refueling, or any information germane to the patrol or the order processing, especially any actions you initiate. It is a good idea for coxswains to copy 5132 remarks and paste them into the 7030 remarks. This establishes a permanent record. Proper and thorough documentation and record keeping is essential for resolving problems, responding to appeals and audits.

2.3. SO-OP and FSO-OP Delegated Authority.

- a. SO-OP and FSOs-OP have delegated authority to issue surface patrol orders and to perform as POMS Administrators for your respective Division and Flotillas. As such you are granted Administrator access to POMS in order to issue and update patrol orders. POMS Administrator access and passwords are authorized to certain staff officers as needed and are the individual responsibility of the holder of such authorization. Violation of this authorization could result in your delegated authority and POMS administration access being rescinded. Sharing of a password is apparent in POMS and will be cause for rescinding access for all members involved.
- b. Anytime you cannot or you will not be able to perform your administrator duties or access POMS (e.g., traveling), ask me or another SO-OP to stand in for you.

3. GENERAL PRINCIPAL AND GUIDANCE FOR REIMBURSEMENT

3.1. General Principal.

- a. The guiding principle for processing patrol orders is to approve reimbursement for allowed expenses for missions executed legally and in good faith and in accordance with Coast Guard policies enumerated in the Auxiliary Policy Manual, Auxiliary Operations Policy Manual, and District and Sector disseminated policies and procedures. Processing of orders for reimbursement should not be delayed or withheld for administrative errors or errors that can be corrected by Operations Staff Officers. (See Section 4.6, below.)
- b. Expenses authorized for reimbursement are listed in the Auxiliary Manual Chapter 9, Section B.1. "Other reimbursable expenses" must be pre authorized by the Sector active duty OIA with the exception of ramp fees.
- c. Orders for patrols under investigation by the Auxiliary or Coast Guard for misconduct or mishap claim shall not be processed for reimbursement until the matter has been settled and authorization for reimbursement is received from the Sector Commander.

3.2. Reimbursement Guidance.

- a. Exceeding the fatigue limit is not a cause for denying reimbursement, but may be cause for referring the operator to the Auxiliary Chain of Leadership and Management for disciplinary action as provided for in the Auxiliary Policy Manual. You will be questioned about a patrol that exceeds the

fatigue limitation without authorization. The limit of 8 hours without an authorized extension, or 10 hours with an extension, is exact; no amount of time over the limit is acceptable except under extraordinary circumstances. The Auxiliary Sector Coordinator will be informed of instances of patrol exceeding the fatigue limit.

- b. Lack of proper receipts or Certificate(s) in Lieu of Receipt to justify expenses is a cause for denying reimbursement.
- c. Exceeding the 20 days document submission limitation without adequate and reasonable explanation is cause for denying reimbursement.
- d. Not including required comments or explanations as required for certain circumstances may be cause for denying reimbursement. (See Notes in Table 4.1 below.)
- e. Conducting patrols without proper authorization is cause to deny reimbursement.
- f. The use of incorrect patrol mission Type and or Classification is not cause for denying reimbursement. (See Section 4.7f below.)

4. PATROL ORDERS

4.1. General

- a. Patrol Order forms, CG 5132, are official U.S. Government documents. The Operator and Claimant, when signing the 5132 for reimbursement, certifies that the claim is accurate.
- b. When the 5132 is entered into the U.S. mail system or handed to an Auxiliary elected or staff officer, that 5132 is considered to have been delivered to the Government and cannot be changed in any material way. Nor can the signed 5132 be destroyed or returned to the claimant. It must be forwarded to the POMS Location Administrator for archiving. If there are material errors on the 5132, the claimant may resubmit the 5132 with corrections and the claimant and operators signature, and must include an explanation of the error(s) and how it(they) occurred. The original 5132 must be submitted with the corrected 5132. The explanation will be considered in making a determination about reimbursement. The claimant may appeal my decision using the procedure in APPENDIX A. (See paragraph 4.8 below for a description of material and non-material items of a 5132.)
- c. Coxswains are to stay on mission code unless redirected by controlling CG Station with three exceptions:
 - 1) Coxswain may change to Mission code 24A - SAR when distress encountered, however, use of Mission code 24A – SAR can be used only when a SAR case number is assigned by Sector NC. If a SAR case number is not issued, the mission code 24A is not authorized. When a case number is assigned and the facility is released from the SAR incident by SMC, the patrol reverts to the prior mission code. (Ref. D)
 - 2) When a mission is completed (for example, PATON checks are done), coxswain can change to mission 01A Safety – MOM without Station authorization. Coxswain should inform Station when changing mission so the station knows that the facility is available for further assignment if needed. (Ref. D)
 - 3) Form 7030 Mission Number 23A - Bravo Status (available) is used anytime the facility is moored or anchored during a break while underway. Anchoring or mooring as part of crew training is exempted. (See Appendix B)
- d. Operations Staff Officers should monitor issued orders for correct mission type and category, and when deemed appropriate, change the orders to the correct type and category. (See Table 4.1, above.)
- e. Claimants are required retain a copy of all receipts and certificates in lieu of receipt regardless of amount. This documentation may be required when Finance Center conducts an audit.
- f. Coxswains are to contact Sector NC Watch Officer directly to make the request for extending the patrol fatigue limit, and separately advise the controlling Coast Guard Station or radio guard that the request had been made. The Station and radio guard should be notified of the Sector Watch Officer's decision as well. The intent is to keep the Station and radio guard informed about the

facility's situation and to have a record in the radio log about the request. The above notwithstanding, the coxswain is still responsible for getting and recording on the 5132 the Watch Officer's name.

4.2. PATROL TYPE AND CLASSIFICATION

- a. The Instruction pages for Form 7030 describe the permitted Auxiliary surface patrol missions. These missions, with one exception, correspond to the "Patrol Type" that is selectable when generating patrol orders in POMS and to be entered on Form 5132. The one exception is Form 7030 Mission 01A – Maritime Observation Mission (MOM). This has been re-defined and listed in POMS as Patrol Type "Safety". "MOM" patrol classification is associated with Patrol Type "Safety" in POMS. The Authorized Patrol Types to be entered on Patrol Orders in Sector North Carolina are shown in Table 4.1. (Ref B Chap. 4.A.4 and Ref. D)

Table 4.1 Authorized Auxiliary Reimbursable Patrol Types - Sector North Carolina

POMS Patrol Type	Form 7030 Mission Number	POMS Patrol Classification					
		MOM	Regatta	QE Mission	Training	CG Request	CG Helo Ops CG C-130 Ops
Safety	01A	X					
Safety (Note 1)	01A						X
Regatta (Note 2)	2		X				
ATON C/U (Note 3)	3	X					
ATON C/U (Note 3a)	3					X	
OPS Trng (Note 4)	22A			X			
OPS Trng (Note 5)	22A				X		
SAR Ops (Note 6)	24	X					
Logistics (Note 7)	54A					X	

Note 1 - Division 16 authorized facilities only.

Note 2 - Requires Coast Guard request and must be for a CFR 33 pre-authorized event or have a Marine Event Number assigned by Sector North Carolina. (Ref. D)

Name of requesting CG authority, event name and Marine Event Number or CFR 33 authorization is to be entered in both 5132 and 7030 remarks. (See sections 4.6 f and 4.9 c)

Note 3 - For PATON patrols.

Note 3a – Requires Coast Guard Request for Federal ATONs. Name of requesting CG authority and purpose of patrol is to be entered in both 5132 and 7030 remarks. (See sections 4.6 f and 4.9 c)

Note 4 - For QE Missions (QE must be on-board). Name(s) of QE and candidates or new crew member candidate(s) is(are) to be recorded in the 5132 and 7030 remarks. (See sections 4.6 f and 4.9 c). Facilities supporting QE mission that do not have the QE on board use Patrol Type: Safety; and Classification: MOM.

Note 5 – For crew member candidates' required 4 hours orientation missions only. (The 4 hours need not be completed on one patrol.) The candidates must be identified as such on the 5132 and 7030 (See sections 4.6 f and 4.9 c).

Note 6 - Requires Sector NC SAR case number. Auxiliary SAR Report must be attached to 5132 and 7030.

Note 7 – Requires Coast Guard request. Name of requesting CG authority and purpose of patrol is to be recorded in the 5132 and 7030 remarks. (See sections 4.6 f and 4.9 c)

4.3. GENERATING PATROL ORDERS IN POMS

- a. Facility inspection must be valid through the patrol date. If inspection has lapsed or will lapse on or before patrol date, orders should not be issued. Patrols conducted with lapsed facility inspections will be invalidated even though orders were issued (Note: POMS checks only up to the day the

orders are generated; not the patrol date.) (Ref B. Chap. 1.E)

- b. When you generate patrol orders “patrol time” should be selected from the pull-down menu. “Freedom Time Entry” is used for air facility orders.
- c. Select “Offshore/Inland” waters unless there is a compelling reason not to.
- d. You and FSOs-OP may issue temporary orders only when POMS is not available or when urgency prevails. The temporary order number will be six digits in the form of Division, Flotilla, one-up Order Nr in sequence, i.e. for Division 9, Flotilla 11 the first temporary order number issued would be: 091101. The second temporary order number would be: 091102. The coxswain is to advise the Coast Guard station or radio guard that the patrol order number is a temporary number. FSOs-OP must inform you when a temporary patrol order number is issued, preferably by e-mail. (Ref. B Chap 2.A.1 and Chap 2.A.2)
- e. Generate a Patrol Order in POMS as soon as practicable after issuing a temporary order number.

4.4. OFF-SEASON PATROLS

- a. The Sector North Carolina Auxiliary surface patrol season is 1 April through 31 October. Extensions to the season may be authorized by the Sector Commander.
- b. Patrols are conducted off-season only when requested by a Coast Guard Authority. Auxiliary only training patrols are not authorized. Training patrols where the Coast Guard requests Auxiliary participation are authorized.
- c. For all off-season patrols the name of the requesting authority shall be entered in the POMS Remarks or on the 5132 face and on form 7030.

4.5. NON-REIMBURSABLE ORDERS (Ref B.2A.2)

- a. SO-OP or FSOs-OP may issue non-reimbursable orders when authorized by Sector OIA for: (Ref. G and Ref I. Chap. 5.K.29)
 - 1) Marine Safety and MEP missions (7030 mission 70 series)
 - 2) Burial at Sea escorts
 - 2) Honorary or ceremonial escort for patriotic events.
- b. Form 7030 Missions Number 70(series) patrols are conducted under non-reimbursable orders only. These missions do not count as underway hours for qualification currency maintenance.

4.6. UPDATING PATROL ORDERS IN POMS

- a. Updating patrol orders is accomplished after the patrol has been terminated. Preferably, updating is done by the coxswain.
- b. If a temporary order number was issued, the temporary order number should be recorded in the 5132 Remarks when the patrol order is updated.
- c. Section II – Location entries must be specific:
 - 1) Depart Home/Office is an address including city if trailering.
 - 2) Arrived Launch Site is the name and location of the ramp or marina where patrol commences.
 - 3) Facility in Use is the area selected for “Select Patrol Area” when order is generated.
 - 4) Facility Use Ended: is the name and location of the ramp or marina where the patrol ends.
 - 5) Departed Launch Site is the name and location of the ramp or marina where patrol terminates.
 - 6) Returned Home/Office is an address including city if trailering.
- d. Section II – Time entries shall be in accordance with Appendix B.
- e. A copy of the authorization document for guests aboard a facility that has the guests’ identity shall be attached to the 5132 for the patrol. If the authorization document does not have the guests’ identity, then include the Request for Guest form along with the authorization documents.
- f. The information listed in sub-sections (1) through (8) following, is to be recorded in the POMS 5132

Remarks feature. The same information is to be recorded in the Remarks section of Form 7030. The information is required for me, the Sector OIA and District OTO to monitor patrol activity.

- (1) Name of requesting CG authority and purpose of ATON (03) and Logistics (54A) patrols.
 - (2) Name of requesting CG authority, event name and Sector North Carolina Maritime Even Number or "CFR 33 Event" for regatta patrols.
 - (3) The name and employee number of active duty or reserve Coast Guard members aboard and the time aboard if not for the entire patrol duration..
 - (4) The name of QE on an Ops Training (22A) patrol with times the QE is embarked (see section 4.8d).
 - (5) The name of crew member candidates aboard for any part of the 4 hours underway orientation.
 - (6) When during a patrol the number of Persons on Board (POB) changes, the time and name of the person embarking or disembarking.
 - (7) For all off-season patrols, the name of requesting CG authority and purpose of the patrol.
 - (8) Any other information that is required by other sections of this guide and information that the coxswains feels is pertinent to the patrol.
- g. Auto Fuel Cost is not authorized. Auto mileage should be entered to be reimbursed for trailering.
- h. QEs may be provided meals by the owner and the owner reimbursed if the QE is not on travel orders. Per the Sector Area QE Coordinator "The arrangements with the Flotilla should be made by the QE before the day of the QE mission. If a QE is under Travel Orders and receives reimbursement for meals, the QE should bring their own meal or pay the Operator for their meal. This should also be decided before the day of the QE mission."
- i. Engine Hours are underway hours as defined in Appendix B. ~~; not necessarily the same as mission hours.~~ See Section 8 for calculating engine hours.
- j. Orders submitted must have a receipt for fuel accompanying 5132 regardless of the cost.
- k. Expense for oil additive, when claimed, must be calculated for each patrol either as the actual amount used or based on engine manufacturer's ratio of oil to gas. (See Section 6 below.)
- l. Other expenses claimed, except meals, must have a receipt submitted with the 5132 when the expense exceeds \$25.00. Claimants are responsible for retaining receipts for items less than \$25 for a period of six years. (Ref. C)
- m. Submitted and retained receipts should be the original copies. Certificates in lieu of receipt, when authorized must be submitted regardless of amount. Claimants should retain a copy for their records. Receipts do not have to have signatures. Blue ink is not required for receipts. Handwritten receipts are acceptable. All receipts must have the name and address of the company the date, item(s) purchased, and amount. Generic handwritten receipts will not be accepted for reimbursement.
- n. Staple receipt(s) on the 5132 back, left side, facing out. Receipts must identify the expense; e.g., fuel; ice, meals; other.
- o. Submit 5132s soonest; time in mail counts against 20 day limit. POMS automatically cancels orders 20 days after patrol date and operator/owner will not get reimbursed except when extenuating circumstances are documented and accepted.
- p. The name and employee number of active duty and reserve Coast Guard members who were aboard a facility for a patrol is to be recorded in the 5132 Remarks.

4.7. CORRECTIONS TO SIGNED PATROL ORDER FORM 5132

- a. Obvious typo errors or miscalculation of time may be corrected with a documented statement from the coxswain and/or claimant. Changes must be entered on the signed hardcopy 5132 and initialed by the Staff Officer. The coxswain's or claimant's statement must accompany the 5132 submitted for processing.
- b. In addition to the above corrections, a FSO-OP or SO-OP may update the 5132 in POMS to correct only the following non-material items:

- 1) Patrol Type and/or category
 - 2) Engine hours when the mission time indicates that a lower number is indicated, for example, time at dock or other non-underway time had been included.
 - 3) Costs only when attached receipts show the entry as incorrect.
- c. Except as provided for in the first sub-paragraph above, under no circumstances may the FSO-OP or SO-OP change the following form 5132 material items:
- 1) Any data in Section I
 - 2) Any data in Section II parts 1 and 2.
 - 3) Gallons of fuel used.
 - 4) Claim for meals
 - 5) Any cost over \$25.00, except meals, not supported by an attached receipt or calculation for oil cost. (See Section 6, below)
- d. Any errors in the items listed in subsection c. should be brought to the POMS Location Administrator's attention in writing along with a complete explanation about how the error occurred.

4.8. POMS LOCATION ADMINISTRATOR'S PATROL ORDER PROCESSING

- a. Orders submitted must have original signatures. Copied signatures are never to be accepted. Signing in blue ink is preferable, and would avoid questions. Copies of orders resubmitted for any reason must have a new signature over the original copied signature.
- b. Acceptable receipts for reimbursement must have the name and address of the business, the date of purchase, purchase amount, and identify the product(s) purchased. Receipts that do not have this information will not be accepted for reimbursement. Cash register receipts; credit card receipts, and handwritten receipts on a business form are acceptable. In case of lost receipt or other unusual circumstances, a signed and dated statement explaining the circumstances must be submitted.
- c. Coxswains need to accurately log the mission numbers and times on the 7030, especially when the mission type changes. These times will be used to calculate fatigue time.
- d. The POMS auto-cancel will be reversed only when a reasonable and thorough written explanation of extenuating circumstances is provided.
- e. When processing of an order is held in abeyance because the submission has a discrepancy the SO-OP and the claimant will be advised by e-mail.
- f. Reasons for holding order processing in abeyance include, but not necessarily limited to:
 - 1) A signature is missing and/or signature is not in blue ink.
 - 2) A paper 7030 has not been submitted and a POMS generated 7030 is not available on-line.
 - 3) Required receipts or certificate in lieu of receipt is missing.
 - 3) Expenses appear to be excessive.
 - 4) 5132 Engine Hours (as defined in Appendix B) entry does not appear reasonable (e.g., facility not trailered and refueled and engine hours are equal to mission hours.) (See Section 8. SAMA ALLOWANCE below.) (Ref. F)
 - 5) The patrol was conducted in violation of the Operations Policy Manual and/or 5th CG district and/or Sector policies.
 - 6) Required remarks are not included. (See Table 4.1 Notes and sub-section 4.5.f above.)
 - 7) There is an anomaly in the recording or processing of the order (e.g., names in POMS do not match submitted 5132, form 5132 Section II Part 1 has insufficient detail, dates are out of sequence, among others,).
 - 8) Auxiliary SAR Incident form 7034 is not included when required.

4.9. FORM 7030 SUBMISSION.

- a. A form 7030 must be completed and available to SO-OP and to POMS Location Administrator. The 7030 should be generated in POMS; however if that is not possible, a handwritten 7030 is

acceptable.

- 1) A handwritten 7030 must be attached to and submitted with the 5132.
 - 2) 7030s generated in POMS do not have to be submitted with the 5132 since they are available in POMS.
- b. The information to be entered in the 5132 Remarks as required by Section 4.8 e. must also be entered on the 7030 either in POMS or, if not in POMS, on the paper form (additional sheets may be attached to the paper).
- c. QEs submit their own Form 7030 when they conduct examinations. In order to avoid duplicated accounting of their time, coxswains must edit their 7030s as follows:
- (1) Because the QEs name is listed on the 5132 and is automatically transferred to the crew list on the 7030, coxswains generating a 7030 in POMS shall:
 - (a) Enter in the 7030 Remarks section, "QE [name]" aboard from [time] to [time]"
 - (b) Save the 7030, and submit the 7030 to the FSO-IS with a copy attached to the 5132.
 - (2) Coxswains generating a paper 7030 are not to list a QE as a crew member on their 7030. Coxswains are to record the QE's name and member number in the 7030 Remarks section.
- d. When a QE goes aboard more than one facility during a QE session, the QE's name is to be recorded on only one 7030 for that session. The coxswains involved and the QE should determine which coxswain will record the name on the 7030.
- e. Order processing will be held in abeyance awaiting required, correctly completed, Form 7030. The 20 days processing time limit will not be extended.

5. FUELING

- a. Ref F paragraph "PATROL REIMBURSEMENT" defines the District policy related to fueling facilities after a mission.
- b. If fueling is anticipated to be delayed on a routine basis, authorization should be requested from the Sector OIA by the SO-OP, via POMS Location Administrator, and the ASC, for specific facilities. Included should be an explanation of the circumstances that prompts the request. Otherwise, each instance of delayed fueling must have an explanation of the situation in the Remarks on the 5132 (in POMS or on hardcopy or a separate note). (Ref. C)
- c. For patrols on successive days, the facility should be topped-off prior to getting started on a mission or as soon as possible, mission requirements permitting, and that receipt should be submitted with the previous day's patrol order 5132. Then fuel again after the current day's mission, if possible, submitting that receipt with the 5132. Each order 5132 should explain the situation for that patrol.
- d. POMS Location Administrator has some leeway in applying the policy when extenuating circumstances are involved, but complete document will be essential.

6. REIMBURSEMENT FOR OIL AND FUEL ADDITIVE

- a. Facilities that have 2-stroke engines may be reimbursed for oil and fuel additive required or recommended by the engine manufacturer and used in combustion. Oil and additive is usually purchased in different quantities and only a portion of the purchased amount is used for a patrol. The Coast Guard Finance Center requires that expenses be documented so they can be audited. Therefore, the following methods should be used for calculating the amount to be reimbursed:
 - 1) When oil or fuel additive is purchased the original receipt should be sent with 5132 for the patrol which first used the oil purchased, but the amount should **not** be entered for reimbursement since reimbursement will be only for the amount of oil actually used for authorized patrols.
 - 2) Facilities with engines that the manufacturer provides an oil-to-gas ratio should use that ratio and indicate in the POMS 5132 Remarks and/or on the 5132 hardcopy the patrol order

number of the 5132 to which the original receipt was attached and which applies to that expense. (Cost of Oil divided by the gas ratio in gallons times the gallons of gas used on the patrol. For example: $(29.50/50)*12.5 = \$7.38$ (rounded up)).

- 3) For engines that use oil as needed (Precision Oil Injection) that do not have a use ratio should state in the POMS 5132 Remarks and/or on the 5132 hardcopy the patrol order number of the 5132 to which the original receipt was attached and which applies to that expense, and the current balance of the original cost. ((Cost of oil divided by the number of ounces purchased times the number of ounces used for the patrol. For example: a gallon (128 ounces) purchased for \$29.50 and 10 ounces needed to top-off: then $(29.5/128)*25 = \$5.66$))
 - 4) The remaining balance (i.e., unclaimed cost of oil minus cost of oil used for personal trips) and the ending balance (after the expense is subtracted from the remaining balance) must be included.
- b. When oil is purchased from a source that charges for shipping, the shipping cost is not a reimbursable item.
 - c. Fuel Additives are reimbursable when they are required or recommended by the engine manufacturer. The calculation and reporting requirement are the same as for oil.
 - d. Certificate in Lieu of Receipt is not to be used for this purpose see “Certificate in Lieu of Receipt” Below.

7. CERTIFICATES IN LIEU OF RECEIPT

Certificate in Lieu of Receipt will be accepted only in the case of loss of receipt or when specifically authorized by Sector in specific incidents, i.e., joint exercises, multi-day missions.. They will not be used as a way of doing normal business. (Ref. C 8.D.1)

8. SAMA ALLOWANCE

Standard Auxiliary Maintenance Allowance (SAMA) is paid when available to help owners in the general maintenance of the facilities, i.e., oil changes, belt replacement, etc. The amount received for each mission is based on the number of hours the engine was used to “basically propel the facility on the mission” (Ref. A, Chap. 9.B.2 and Ref. E)

9. FACILITY'S AUTHORIZED OPERATORS

9.1. Updating Authorized Operator Status.

- a. After a surface facility is accepted for use by DIRAUX, SO-OPs must enter into POMS the “Non-Owner Authorization” and “Facility Availability” as it is entered on the facility Form 7003, “Vessel Facility Inspection and Offer For Use”. To update a facility’s status select menu item Location>Facilities and then enter the facility identification or select the facility from the list.
- b. The authorized operator status should be checked and updated each time an Offer for Use is accepted.

9.2. Authorized Operators.

Operators listed in “Operators authorized when Owner is or is not on board” box may request and be issued patrol orders for the facility. When “All Operators while Owner is on board” is checked only the Owner may request patrol orders, but orders may be issued to any qualified coxswain.

10. PERSONAL LOCATION BEACONS (PLB)

- a. Reference B requires an EPIRB or PLB (a.k.a., PEPiRB) be aboard a facility under orders. Change 1 to Reference C requires that the PLB be registered with NOAA. NOAA’s instruction on the EPIRB Registration Form states: “*Failure to register, re-register (as required every two years), or to notify NOAA of any changes to the status of your 406 MHz beacon could result in penalties*”

and/or fines being issued under Federal Law.”

- b. District 5 Southern Region issued PLBs (PEPIRB) were to be registered with NOAA using the password USCGD5SR- That password should not be changed in order for SO-OP and the District to have access to the registration information. If the password has been changed, the PLB holder should be instructed to change it to USCGD5SR. The NOAA web site has instructions for changing the password.
- c. PLB holders should be advised that D5SR PLB registrations are to have “USCG SECTOR NORTH CAROLINA COMMAND CENTER” as the Primary Emergency Contact with telephone number: 910-362-4015.
- d. SO-OP should check POMS (menu item: Calendar> Location> PEIPRB/EIPRB) on a regular basis to determine if any Division PLB (PEPIRB) registration needs to be updated and advise respective FSOs-OP. FSOs-OP should be instructed to contact the PLB holder to update the registration. When advised that a PLB (PEIPRB) has been updated, SO-OP must update the information in POMS.

11. SAR Reports

The following is quoted from the Surface Program Updates on the Chief Director of Auxiliary web site, <http://cgauxsurfaceops.us/lives-saved.html>

“Lives Saved vs. Lives Assisted

“Any questions you may have with regards to definitions in the area of SAR or MISLE (Marine Information for Safety and Law Enforcement) will be the definitions provided in COMDTINST 16130.2(series) USCG Addendum to US SAR Supplement to the IAMSAR Manual. The manual’s Appendix B has descriptions/definitions for all the required data fields including property and position entries.

“Lives Saved-

”Appendix B.5.7.1(c)- Lives saved are those lives that would have been lost had the rescue action not been taken. This includes actually pulling a person from a position of distress or removing them from a situation that would likely have resulted in their death had the action not been taken.

“Lives Assisted-

”Appendix B.5.7.1(h)- Lives assisted are those persons who are provided assistance that did not meet the criteria for lives saved but did receive some assistance. An entry for type of assistance provided is required for every life entered under this category. Persons merely on board a vessel that is provided assistance directed at the vessel (repairs, fuel, etc.) are not necessarily assisted.

“It can sometimes be a judgment call but, as a general rule of thumb, if a person is removed from a sinking vessel, more than likely, you should claim a life saved. If a person is removed from a vessel aground, it would generally be a life assisted. Persons aboard a towed vessel are assisted.”

APPENDIX A – APPEAL OF CANCELED ORDERS

Procedure for Appeals of Canceled POMS Orders

When notification that orders have been canceled, if the Coxswain or the Facility owner desires to appeal the cancellation, the following steps will be followed:

Either the Coxswain or the Facility owner will submit, in writing, the reasons that the cancellation should be overturned. Include with the appeal, the information received from the POMS Administrator as to why the orders were cancelled. This submission will be made timely after notification that the orders were canceled.

All appeals will be routed through the Chain of Leadership and Management, starting with the Flotilla Commander. The Flotilla Commander is to review the appeal as to the merits and; if necessary, talk with the member to explain what is missing, and why the appeal is/is not receiving a positive recommendation.

If the member still wants to pursue the appeal, the package will then be forwarded to the Division Commander. The Division Commander will review the package, and either return down the Chain for additional information and/or clarification or will forward the package to the District Captain with the Division Commander's recommendation. If the Division Commander sends the appeal back to the Flotilla Commander, return to Step 2, otherwise continue to Step 4.

The District Captain will review the package, and either return down the Chain for additional information and/or clarification or will forward the package to the Sector AUXLO with the District Captain's recommendation. If the District Captain sends the appeal back to the Division Commander, return to Step 3, otherwise continue to Step 5.

The Sector AUXLO will review the package, and either return down the Chain for additional information and/or clarification or will forward the package to the Sector Commander for his decision on the appeal. The Sector Commander can return the appeal for additional information, grant the appeal and the orders be reinstated, or deny the appeal. The Sector Commander's decision will be final.

NOTE: The appeals process must be started within 3 days after notification of orders being cancelled. Each step in the process should take no longer than 2 to 3 days. If either the Flotilla Commander or the Division Commander of the Division where the appeal originated is not available, the Vice will handle that step so that the process continues in a timely manner.

APPENDIX B - GUIDANCE FOR SURFACE PATROL TIME ACCOUNTING

E-mail 3 April 2012

Jeffrey (Jeff) V. Stewart, Jr.,
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USCG Auxiliary, 5th District SR

GUIDANCE FOR SURFACE PATROL TIME ACCOUNTING

Definitions for time accounting under authorized surface operations patrol orders:

“Patrol”: Starts when the member departs home in route to facility launch site and ends when the member returns home. Travel to and from is the most direct route.

“Underway”: Starts when pre-underway check-off or briefings commence (whichever if first) and ends when the post-mission briefing ends. The time that the facility is moored or anchored for short periods as part of crew training exercises is included as underway time.

“Stand-by Status”: All time moored or anchored after getting underway (including, but not inclusive of, stand-by status, embarking/disembarking personnel, crew rest, meals, fueling). Mission Type 23A is entered on the 7030 for these times.

“Mission”: The activities listed on Form 7030 conducted when the facility is underway or in stand-by status.

“Engine Hours”: Defined in Operations Policy Manual 4.C.3 as clarified by SNC OTO Memo March 2010 as “basically propel the facility on the mission”. Engine hours do not include:

Time spent moored at a dock, or anchored unless anchoring or mooring as part of a crew training exercise;

Time moored for refueling;

Pre and post-mission briefing and preparation time.

“Fatigue Time”: As defined in the Operations Policy Manual. The terms “Crew underway” and “underway” should not be construed to have the same meaning. “Crew underway” is used only in the context of fatigue time calculation only.

“Facility Preparation”: All activities necessary to get the facility ready for the pre-underway check-off including stowing required equipment and supplies; displaying U.S. ensign, patrol flag, and patrol signs, and other activities needed launch the facility.

Form 5132 (Patrol Order) Time entries:

For a Trailered Facility:

“Departed From Home”: The time of day a trailered facility departs its’ parked location.

“Arrived Launch Site”:

If all facility preparations and briefings are conducted dock side after the facility is launched, enter the time of day the facility was moored to the dock.

If all facility preparations and briefings are conducted ashore at the launch site prior to launching the facility in order to avoid delaying others using the ramp, enter the time

of day that the facility preparations are completed.

“Facility In Use”:

The time of day the pre-underway check-off or briefings commence (whichever if first). This is after all facility preparations are complete.

Note: If the facility is fully prepared and does not immediately cast off from the dock within 15 minutes, the Mission Type 23A should be entered on the Form 7030 in the “Change 1” block.

“Facility Use Ended”: The time of day the post-mission briefing ends. The briefing occurs just after the facility is moored and the patrol is terminated with the radio guard.

“Departed Launch Site”: The time of day that the trailer is moved to recover the facility.

For a Facility that is NOT Trailered:

“Departed From Home”: No entry; the crew should include this time on their Form 7029 (99B).

“Arrived Launch Site”: No entry; the crew should include this time on their Form 7029 (99B).

“Facility In Use”: The time of day the pre-underway check-off or briefings commence (whichever if first). This is after all other dock side facility preparations are complete and just prior to casting off lines. If the facility is fully prepared and does not immediately castoff from the dock, the Mission Type 23A should be entered on the Form 7030 in the “Change 1” block. In this case the 7030 “START” time and “Change 1” time will be the same.

“Facility Use Ended”: The time of day the post-mission briefing ends. The briefing occurs just after the facility is moored and the patrol is terminated with the radio guard.

“Departed Launch Site”: No entry; the crew should include this time on their Form 7029 (99B).

“Returned Home/Office”: No entry; the crew should include this time on their Form 7029 (99B).

Form 7030 Time entries for trailered facilities:

Note on the 7030 the name(s) of members actually engaged in trailering the facility.

Form 7029 Time entries:

The duration of all patrol related time not accounted for on Form 5132 or Form 7030 shall be entered by each crew member on their Form 7029 in the 99B column. These times include, but not limited to, the time for preparing for a patrol at home, travel time to and from the facility if the member is not involved with trailering the facility, pre-underway and post underway preparations, PPE equipment cleaning and storing at home.

APPENDIX C – REQUEST FOR GUESTS FORM

REQUEST FOR GUESTS ABOARD AUXILIARY SURFACE FACILITY

DATE OF REQUEST

DISTRICT-DIVISION-FLOTILLA NUMBER

FACILITY

CALLSIGN

OWNER NAME AND MEMBER NUMBER

OPERATOR (Coxswain)

PATROL DATE(s)

GUESTS NAME , ADDRESS, AND PHONE

NR.

PURPOSE

ASSOCIATION TO AUXILIARY

MISSION/PURPOSE

APPENDIX D - REFERENCES

- A)AUXILIARY MANUAL
- B)AUXILIARY OPERATIONS POLICY MANUAL
- C)FIFTH DISTRICT, AUXILIARY SOUTHERN REGION POLICY MANUAL
- D)2011 SECTOR NORTH CAROLINA WORKSHOP PRESENTATION BY DSO-IS AND DSO-OP
- E)BOSN4 TIMOTHY LUTON, USCG, D5SR OTO E-MAIL 07 JULY 2011
- F)CWO4 LYONS, USCG, SECTOR NORTH CAROLINA CG OIA MEMO MARCH 2010; SUBJ; AUXILIARY POLICY REMINDER
- G)VERBAL DIRECTION OF ACTIVE DUTY COAST GUARD SECTOR NORTH CAROLINA OIA
- H)BOSN4 TIMOTHY LUTON, USCG, D5SR OTO COMMENT AT 2011 SECTOR NORTH CAROLINA WORKSHOP
- I) COAST GUARD FINANCIAL RESOURCE MANAGEMENT MANUAL.