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MEMORANDUM

From: M. D. Rizzo, CAPT
COMDT (CG-542)

Reply to: COMDT (CG-54212)
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To: All Directors of Auxiliary (DIRAUX)

Subj: PATROL ORDERS MANAGEMENT SYSTEM (POMS) OUTAGE PROCEDURES

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

1. The Patrol Orders Management System (POMS) is currently off-line and will remain out of service for an undetermined amount of time. A team of experts is aggressively working to return POMS to service as soon as possible. In order to continue uninterrupted Auxiliary operational support across the full spectrum of authorized Coast Guard missions, it is necessary to use an alternate means to issue Auxiliary patrol orders. For this and any other time POMS is out of service, the following procedures apply:

- a. The Order Issuing Authority (OIA) and Auxiliary Liaisons (AUXLO) shall collaborate to create, post, and execute patrol schedules, and issue orders after ensuring facilities and operators are current and qualified per reference (a).
- b. The issuance of orders by an OIA may be verbal as allowed in reference (a) or may be written. Acceptable methods include issuing written orders in advance of an operation, listing the orders in an Auxiliary order log, listing the orders on an appropriate OIA patrol schedule, or communicating assignment to duty via other written means including E-mail.
- c. The OIA shall create a unique document number when issuing reimbursable orders and provide the number to the appropriate Auxiliary facility operator.
- d. The Auxiliary facility operator shall create, complete, and maintain a hard copy CG-5132 and keep it with other supporting documents. The Auxiliary facility operator shall also create and maintain an ANSC-7030 form. These forms are available via: Aux Forms, <http://forms.cgaux.org/>
- e. Following completion of the patrol, the Auxiliary facility operator shall **not** submit a hard copy claim via appropriate channels for reimbursement. They shall maintain these records and submit their reimbursement claim through POMS once service is restored.

2. Should POMS be out of service for an extended period, Coast Guard and Auxiliary leadership will partner to provide additional guidance on claim submission.

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Copy: Auxiliary National Executive Committee (NEXCOM)
Operations Training Officers (OTO)