



Notification of Patrol Request



Once a submitted Patrol Request is reviewed by an OIA, the Aux Member will receive a notification on the decision point (Approved or Denied)

1

Aux Member receives notification to their email stating the Patrol Request's decision by an OIA User.

Sandbox: Patrol Request Approved Inbox x

1



Ray Gillette rgillette@uscg.uat via [czyldylclrivq5.35-8zloeay.cs33.bnc.sandbox.salesforce.com](#)
to me ▾

12:09 PM (0 minutes ago) ☆ ↶ ⋮

The patrol request you previously submitted has been approved and a new patrol order has been created. Please follow the detail link below to navigate to the patrol request detail page. On the patrol request page, you can find the new patrol order link under the Patrol Orders view toward the bottom of the page.

Patrol Request Detail: <https://uat-uscgaux.cs33.force.com/auxcommunity/s/case/50035000006Q3S5>

2

Patrol Request page indicates Patrol Request has been approved

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Request

Status	Request Number
Approved	00025196

Assign Locations

Facility	Status
Facility Name	Approved
Facility Owner Type	Reimburse
Operator is Operator	Patrol Location
Operator	Sector Northern New England
Patrol Date	Sub-Unit
3/11/2020	Station Eastport
Patrol Time	Patrol Area
	Test Area
	Description

2



Navigate to Newly Created Patrol Order



Once a Patrol Request has been approved a related Patrol Order will be created on the Patrol Request page.

3

Locate the Patrol Order at the bottom of the page and click on the Patrol Order Record Number

In the event that an order number does not appear in this field, navigate to the Patrol Order tab, and select "My Patrol Orders"

Patrol Order:
The Patrol Order Record Number is the Patrol Order Number for that mission and will be in the form of PO-xxxxxx

Patrol Type	OIA: MARITIME OBSERVATION (MOM)
Facility Call-Sign	
Call-Sign	
Radio Facility Type	
System Information	
Request Owner	Patrol Order
Sector	Northern New England
Subject	
Members Name	Jessica NMN Jones
Patrol Orders (1)	
Patrol Order Record Number	3
	PO-192264

Completing a Patrol Order



WELCOME KATE QUIZI!

QUICK LINKS

NATIONAL WEBSITE
Official website of the USCG Auxiliary

CGAUXA
Official website of the CG Auxiliary Association

AUXILIARY MANUALS
Auxiliary Policy and Program Manuals

- FINALIZING THE PATROL ORDER PROCESS



Patrol Order Completion Steps



An AUX Member can add Crew Members, Activities and Files to the Patrol Order.

1

Note the Related Lists on the right side of the Patrol Order page. An Aux Member can add Crew, Activities and Files to the Patrol Order.



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Q Search...



Patrol Order
PO-192264

Edit

Facility
F-23286

Crew Requirement Met



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

1

Crew (1)

New

Crew Reco...	Name	Member	Position
<u>CREW0000...</u>		Jessica NMN ...	Lead

View All

Activities (0)

New

Files (0)

Add Files

Upload Files

Or drop files



Add Crew to Patrol Order



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Q Search...



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
01A: 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

2

To add a Crew Member to the Patrol Order, click on the 'New' button in the upper right corner of the Crew related list section.

2

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 Crew to Patrol Order



3

Populate the following fields on the 'New Crew':

- A. Member
- B. Patrol Order
- C. Date Applied
- D. Date Decided
- E. Position
- F. Is Owner?
- G. Is Operator?
- H. Status

4

Select member for crew

5

If active duty aboard, check box and list names of active duty members or passengers in the "Name" box.

8

Click 'Save'

9

New Crew Member has been added and can be viewed under Related Lists in Patrol Orders

New Crew

Information

Crew Record Number 3

Member 4
Search Members...

Patrol Order 5
PO-192264

Date Applied

Date Decided

Active Duty

Name

Expenses

Breakfast Lunch

Mid Dinner

Position 6
--None--

Is Owner?

Is Operator?

Status 8
Active

Cancel Save & New Save

NOTE: A Crew Member can be added prior, during or after completion of Patrol

NOTE: To select a new Crew Member the "New" button must be selected for each member added

Position: Indicate crew function in "Position" box: Lead, Non-Lead or Trainee. Check if this member is the facility owner or operator

Expenses: Under the 'Expenses' check boxes for meal expenses when claimed. Active hours are:

- Breakfast: 0400-0800
- Lunch: 1000-1400
- Dinner: 1600-2000
- Mid Rations: 2200-2359

NOTE Remember to fill in completely for each crew member

+ Crew (1) New

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

[View All](#)



Add Activity to Patrol Order



Home

Members

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Q Search...



Patrol Order
PO-192264

Edit

1

To add an Activity to the Patrol Order, click on the 'New' button in the upper right corner of the Activities related list section.

NOTE: Enter Activities in sequential format by entering "New" for each activity

Facility
F-23286

Crew Requirement Met
✗

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
DIA: MARITIME OBSERVATION (MOM)

Patrol Date
4/9/2020

Patrol Time
MORNING

Location
Sector Northern New England

Sub-Unit

Patrol Area

Crew (1)			
Crew Reco...	Name	Member	Position
CREW000...	Jessica NMN ...	Lead	

1

Activities (0)

Files (0)

Upload Files

Or drop files

2

Select a record type for the New Activity, select the appropriate Facility type for this Activity: an Aircraft, Boat or Radio..

NOTE: Ensure that the activity selected matches the Patrol Order

New Activity

Select a record type

- Unit
Please use this option to enter Unit related activities. This option should not be selected for Patrol related activities in order to avoid errors.
- Aircraft
Please use this option to enter Aircraft related activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is an Aircraft to avoid errors.
- Boat
Please use this option to enter Boat related activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is a Boat to avoid errors.
- Radio
Please use this option to enter Radio related activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is a Radio to avoid errors.

Next

2

3

Click 'Next'

3



Add Activity to Patrol Order



New Activity: Unit

1

Populate the following fields on the 'New Activity':

- A. Unit
- B. Activity Type
- C. OPCON
- D. Operations Code
- E. Mission Location
- F. Mission Start Time
- G. Duration
- H. Remarks

1

Information

Activity Record Number

Unit

- MT DESERT ISLAND
0130104

[View all dependencies](#)

OPCON

[View all dependencies](#)

2

2

Enter information for type of facility selected

Review Status
Open

Operations Code

Mission Code

Mission Location

• Mission Start Time

Date Time

• Duration

Remarks

3

Mission Code:
Select proper mission code for the activity

4

NOTE:
Duration is entered in Hours:

- 10 minutes: 0.17
- 15 minutes: 0.25
- 20 minutes: 0.33
- 25 minutes: 0.42
- 30 minutes: 0.50
- 35 minutes: 0.58
- 40 minutes: 0.67
- 45 minutes: 0.75
- 50 minutes: 0.83
- 55 minutes: 0.92

NOTE:
Operations code is used when special codes provided by OIA or DIRAUX