

**SECTOR NORTH CAROLINA SURFACE PATROL ORDER ADMINISTRATION
HANDBOOK
(SNC PATROL ORDER ADMIN HANDBOOK)
(A.K.A., THE HANDBOOK)**

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Prepared by:
Joseph Truelove, USCG Auxiliary
Sector North Carolina AUXDATA Order Management (AOM) Administrator/
Order Issuing Authority (OIA)

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1. INTRODUCTION

1.A Introduction

This handbook provides instruction and guidance for Sector North Carolina Auxiliary surface operations members requesting, approving, and completing patrol orders in the AUXDATA Order Management System (AOM). The handbook will be updated as needed. Updates will be distributed by Sector AOM Administrator/OIA. The updates will be tracked using version numbers and date of issue in the file name and document title.

1.B Precedence

This handbook version 4 supersedes Sector North Carolina Surface Patrol Order Administration Handbook version 3 Change 1. Any provisions herein that are in conflict with any published Coast Guard, Fifth District, Fifth District Southern Region, or Sector North Carolina policy shall be resolved in favor of those policies.

1.C References

References cited in this document are listed in Appendix A.

1.D Definitions

For the purpose of this document, the following functional titles and terms shall be used: (They are not official titles.)

1.D.1	Commander - Commander Coast Guard Sector North Carolina
1.D.2	Deputy Commander - Deputy Commander Coast Guard Sector North Carolina
1.D.3	Sector North Carolina OIA (SNC OIA) - The Active Duty Coast Guard Officer assigned to Sector North Carolina staff designated as the Auxiliary OIA.
1.D.4	Coast Guard OIA - An active duty Coast Guard member who is designated as an Auxiliary OIA by the Commander, DIRAUX, or SNC OIA.
1.D.5	AUXDATA Order Management System (AOM) Administrator/OIA (AOM OIA) - An Auxiliarist designated in writing and authorized by the Commander to perform patrol order administration functions and monitor surface patrol operations.
1.D.6	AOM - Depending on context either AUXDATA Order Management procedures or AUXDATA Order Management system.
1.D.7	Operator - currently certified boat coxswain or personal water craft (PWC) operator
1.D.8	Facility - boat or PWC with current facility inspection recorded in AUXDATA.
1.D.9	Surface operations - Auxiliary surface operations.
1.D.10	Underway - When used for computing fatigue time in accordance with Reference (b) Chapter 4 Section E.8, includes pre- and post-mission vessel checks even though the checks are made when the facility is moored. Otherwise, "underway" is when a facility is not moored or anchored.

2. AUXDATA ORDER MANAGEMENT SYSTEM (AOM) ADMINISTRATION

2.A Introduction	
2.A.1	The "D5SR AUXDATA Order Management (AOM) Guide for Owners & Operators" (Reference (o)) has been distributed via e-mail and is available from the AOM OIA. The Guide explains the functions that facility owners and operators (coxswains) can performed on each of the screens presented under the various AOM tabs and menus. The Guide should be used in conjunction with this Handbook.
2.A.2	AOM is designed to be a paperless system for requesting, issuing, approving, and submitting orders to Coast Guard Finance Center (FINCEN). The procedures herein are intended to ensure that orders are properly documented and information is recorded for the protection of the Auxiliary members. The information will be used for investigation, audits and may be used for recognition of members' accomplishments and extraordinary actions.
2.B General Procedures	
2.B.1	Appendix B contains Department of Homeland Security rules of behavior and acceptable use policy applicable to users of AOM.
2.B.1	In order to maintain the integrity of the order management system, and to permit management of surface operations at the lowest management level, everyone accessing the system must be trusted to do so with the highest integrity. AOM is essentially an open system permitting users to perform functions outside their area of concern or authority. Depending on permissions assigned, users may access and perform actions on orders and information outside their assigned location (Sector or Division). All users must navigate and access information within their own location and perform functions as authorized in their location only. Performing any function or action on orders or information outside of assigned location will be reason for revoking a user's access to AOM. In cases where an action is inadvertent AOM OIA must be notified immediately.
2.B.2	Most drop-down options contain entries from the entire District or Sector. Care must be exercised when making selections from these lists when requesting and completing patrol orders.
2.C Member Access	
2.C.1	Members who are qualified coxswains, surface facility owners, FSOs-OP and SOs-OP listed in AUXDATA will be given access to AOM.
2.C.2	Members who are basically qualified may be given access to AOM .
2.C.3	The facility owner or operator may be the claimant for patrol order expense reimbursement. All 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 . (Reference (a) Chapter 9.D.1)
2.C.4	AOM has a Production Server and a Training Server. New users should log onto the Training Server to become familiar with the system's function prior to using the Production Server. No information is transferred from the Training Server to AUXDATA or any other system.
2.C.5	To access AOM: <ul style="list-style-type: none"> •Go to AOM Training Server at: ordermgmt-train.uscg.gov/

	<ul style="list-style-type: none"> •Click OK on the warning. •At the log-on page click on "I Forgot my Password". •Enter: your member id number and first initial and last name (example: abravo for Alfa Bravo) as user name. •An e-mail from the system will provide your password. •Log onto the system (ordermgmt-train.uscg.gov/) click on "My Account" tab and set a new password.
2.C.6	The password set in the Training Server will work for the Production Server as well.
2.C.7	To log onto the Production Server go to ordermgmt.uscg.gov. The procedure to acquire a password is the same as for the training server.
2.C.8	Sharing of a password is apparent in AOM and will be cause for rescinding access for all members involved.
2.D AOM Permissions	
2.D.1	AOM permissions are shown in Table 2.D.1:

Table 2.D.1 - AOM PERMISSIONS

AOM PERMISSIONS	OWNER	COXSWAIN	FSO-OP₁	SO-OP₂	AOM OIA₃
REQUEST ORDER	YES	YES*	YES	YES	YES
CANCEL REQUEST	YES	YES	YES	YES	YES
EDIT/APPROVE/ DENY REQUEST	NO	NO	YES	YES	YES
CANCEL APPROVED ORDER	YES	YES	NO	YES	YES
COMPLETE ORDER	YES	YES	YES	YES	YES
EDIT/ REJECT COMPLETED ORDER	NO	NO	NO	YES	YES
CANCEL COMPLETED ORDER	YES	YES	NO	YES	YES
OIA SIGN	NO	NO	NO	YES	YES
EDIT/SUBMIT/ REJECT/ CANCEL SIGNED ORDER	NO	NO	NO	NO	YES

- * - When facility owner authorizes
- 1 - Authorization delegated by SO-OP
- 2 - Authorization delegated by AOM OIA
- 3 - Authorization delegated by Commander, Sector North Carolina

3. ASSIGNMENT TO DUTY	
3.A Introduction	
3.A.1	Before accepting patrol orders and moving a facility the operators must understand all relevant policies, what reimbursement is allowed, and who assumes liabilities for personal injury and property damage as provided for in Reference (a) and Reference (b).
3.a.2	An assignment to duty authorizes an Auxiliarist to perform an authorized activity and provides liability coverage while performing the activity. An assignment to duty may be implicit or via patrol orders.
3.B Assignment by Patrol Order	
3.B.1	A patrol order is an assignment to duty for the movement of a facility which commences when a facility is actually moved by trailering or getting underway. (Reference (b) Chapter 2 Introduction). However, "A patrol by a vessel or aircraft begins when the facility has left the dock or pier, has taxied from the hangar or tie-down, or is launched; not when arriving "on station." The patrol ends when the facility returns to its dock, hangar, or launch ramp by the most direct route." (Reference (b) Chapter 4 Section A.1)
3.B.2	Patrol order approved in AOM and, when permitted, verbal and temporary patrol orders are an assignment to duty.
3.B.3	The assignment to duty under patrol orders starts when facility is moved either trailered or leaving its mooring. The assignment to duty under patrol orders ends when facility is moored or parked upon completion of the last underway mission.
3.B.4	Patrol orders are valid and reimbursement is permitted only when the facility has completed an underway mission. When patrol orders have been issued for an operational mission and the facility is trailered, but the facility does not get underway for any reason, the patrol order is invalidated and will be cancelled. Reimbursement for expenses is not permitted.
3.B.5	Patrol orders shall not be requested or approved for the sole purpose of trailering a facility. For a patrol order to be valid the facility must conduct an underway mission. TRAILERING - 01B cannot be the only mission in a patrol order itinerary
3.B.6	Patrol orders are valid for no longer than 24 continuous hours. This includes trailering and stand-by time.
3.B.7	A separate patrol order is required for each change of crew. (See Section 6 below for details.)
3.C Implicit Assignment to Duty	
3.C.1	Per Reference (a), Auxiliarists have an implicit assignment to duty when: <ul style="list-style-type: none"> • Scheduled by the coxswain to conduct a patrol and/or • An automobile is used for travel to/from an authorized activity.

3.C.2	When scheduling a crew the coxswain should enter the crew members (including trainees) name in the AOM patrol order crew listing. This establishes documentation of the implicit assignment to duty.
3.C.3	The implicit assignment to duty provides liability coverage for crew members travel to and from the launch site and for the time prior to getting underway and after the facility is moored upon termination of the patrol.

4. PATROLS

A patrol is the movement of a vessel to conduct authorized underway missions. The patrol starts when the facility gets underway and terminates when the facility moors upon completion of the last underway mission. If the facility does not get underway, a patrol was not conducted and the patrol order is invalid.

4.A SNC Authorized Patrol Types and Missions

AOM drop-down lists contain many patrol types and mission codes for various purposes that are not applicable to Sector North Carolina. Only the patrol types and mission codes listed in Table 4.A.1 shall be used for Sector North Carolina surface patrols.

TABLE 4.A.1 - AUTHORIZED SNC PATROL TYPES AND MISSIONS

Patrol Type	AOM Itinerary Mission Code	Remarks
MARITIME OBSERVATION (MOM)	AUXMP 01A	Multi-mission patrol. Reference (b) Chapter 4 Section A.8 relates.
TRAILERING	TRAILERING 01B	
REGATTA-SAFETY ZONE SUPPORT (REGATTA)	AUXMP 02	Reference (b) Chapter 4 Section A.10 relates. For marine events with assigned Marine Event number or for Safety Zones which do not require a Marine Event number but the Safety Zone is established by Commander Sector North Carolina. Patrol may not be diverted for other missions.
NAVIGATION SYSTEM PATROL (CHART)	AUXMP 03	Use only for aids verification patrols when an Auxiliary Aid Verifier is aboard and does a full verification of one or more aids in response to a request from a Coast Guard ANT for federal aids or a request from DSO-NS or SO-NS for private aids. The preferred patrol type for aids verification is 01A - MOM mission which is permitted by Reference (b) Chapter 4 Section A.8.c. because 03 Patrols may not be diverted for other missions except to provide assistance as provide for by Reference (b) Chapter 4. Section E.9.a or SAR. (Transporting Coast Guard ANT personnel for them to do their work is done on a 01A -MOM mission.)
OPERATIONS TRAINING (QUALS)(TRNQUALS)	AUXMP 22A	Use in patrol order request only when QE is scheduled to be aboard the facility. The first mission code in the itinerary may be 01A - MOM if the QE is not aboard when the facility gets

Patrol Type	AOM Itinerary Mission Code	Remarks
		underway. Mission code 22A starts at the time the QE boards the facility and ends when the QE disembarks. If the QE does not board the facility during the patrol, that fact must be included in the patrol order comments.
SAR STAND-BY - BRAVO STATUS (STANDBY)	SAR STANDBY 23A	<p>This mission starts:</p> <p>1) after the facility gets underway, is anchored or moored for more than 15 minutes and then gets underway again under the same patrol order; or</p> <p>2) when specifically requested by a Coast Guard unit to standby in accordance with Reference (b) Chapter 4 Section B.1..</p> <p>Cannot be used as first or last patrol mission.</p>
SAR PROSECUTION (SAR)	SAR 24	

4.B Patrols Under Temporary and Verbal Orders

4.B.1	Temporary patrol orders may be issued by FSO-OP, SO-OP, AOM OIA only when AOM is not available or when urgency prevails.
4.B.2	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. (Reference (b) Chapter2.A.1 and Chapter2.A.2)
4.B.3	The patrol order request in AOM shall include in the Comments box the temporary order number, the issuing authority, and the reason for its approval. The Comment shall be signed and dated.
4.B.4	Verbal orders may be issued as provided for in Reference (b), Chapter 2, Section A2, in emergencies, for crew change. The patrol order request in AOM shall include in the Comments box the temporary order number, the issuing authority, and the reason for its approval. The Comment shall be signed and dated.

4.C Off-Season Patrols

4.C.1	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.
4.C.2	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.
4.C.3	For all off-season patrols the name of the requesting authority and his/her unit shall be entered in the AOM Comments box, signed and dated.

4.D Non-Reimbursable Patrols

4.D.1	Non-reimbursable patrol orders may be approved when authorized by Coast Guard OIA for: <ul style="list-style-type: none"> •Burial at Sea escorts •Honorary or ceremonial escort for patriotic events •Other activities or events that are not operational missions but deemed appropriate for Auxiliary participation and authorized by Coast Guard OIA.
4.D.2	No expense reimbursement, other than meals provided for Auxiliarists, is authorized and shall not be claimed in AOM for these missions. (Reference (b) Chapter 2 Section A.3; Reference (h). Chapter 5 Section K.29) If meals are to be claimed for reimbursement, in the patrol order request "Reimburse" drop-down list, do not select "No reimbursement". That will prevent reimbursement even if meals are checked.

4.E Open Orders

4.E.1	Open Orders may be requested by SOs-OPs when one or more patrols are to be scheduled; for example, marine event missions.
4.E.2	SO-OP requests an open order for each patrol required.
4.E.3	Open order requests are displayed in black on the AOM Calendar page.
4.E.4	SO-OP should inform division operators via e-mail that an Open Order has been requested.
4.E.5	Operators or facility owners wishing to conduct a patrol selects an Open Order on the calendar and clicks on "Claim Request" to open an order request form.
4.E.6	Operator or owner completes the request form and submits it for approval by the SO-OP.
4.E.7	Operators shall not separately request orders for a patrol included in Open Orders.

5 PATROL ORDERS ADMINISTRATION

5.A Patrol Order Request

5.A.1	A facility owner, a qualified operator (coxswain) when authorized by the facility owner, a FSOs-OP, a SOs-OP, or an AOM OIA may Request patrol orders. (See Section 11 below for designating coxswains authorized to operate a facility.)
5.A.2	Patrol orders shall be requested no more than 30 days prior to the date of patrol. (Reference (j))

NOTE: The clock for processing patrol orders for payment is based on the day the order is requested not the patrol date. Orders in AOM create an obligation of funds in the Coast Guard financial system and must be reconciled within 60 days of creation. Thus FINCEN requires the orders to be processed within 60 days from the date the order was requested. Otherwise the funds are zeroed out and the order/claim is canceled. The patrol data will not be logged in AUXDATA.

5.A.3 On the AOM Patrol Order Request page the requester must designate:

Operator: When the facility Owner is not also the Operator click on “Owner is on Board” or “Owner is not on board” and select from the pull-down list the Operator's name. Only those operators authorized by the Owner will be listed.

Claimant: Select from the pull-down menu “Owner” or “Operator” as the person who will receive the reimbursement payment.

Patrol date: Enter the date on which the patrol will be conducted.

Patrol time: Select the time period for the patrol from the pull-down menu.

Sub-unit: Select from the pull-down menu the Division where the patrol is to be conducted..

Patrol type: Select from the pull-down menu the patrol type to be conducted. The patrol type must be one listed in Table 4.A.1 above

Comments: Enter comments required for patrol order requests described in Section 7 below.

5.A.4 A patrol order request may be rejected by FSOs-OP, Sos-OP and the AOM OIA in order to have incorrect entries corrected. An e-mail message is sent to the operator advising of the rejection. Included in the e-mail message is the reason for rejection. A rejected patrol order request may be re-activated by FSOs-OP, SOs-OP and AOM OIA after errors are corrected and the request is otherwise correct

5.A.5 A patrol order request may be cancelled by the requestor, the operator, FSO-OP, SO-OP or AOM OIA. The reason for cancellation must be given. An e-mail message is sent to the operator advising of the cancellation. Included in the e-mail message is the reason for cancellation. The FSO-OP, SO-OP or AOM OIA may re-activate the patrol order request when appropriate.

5.B Patrol Order Approval/Denial

5.B.1 FSOs-OP, SOs-OP and AOM OIA may approve patrol order requests. Prior to approval they may edit the request to correct entries. Edits made to a patrol order request shall state the edit and reason in the Comment box. The comment shall be signed and dated.

5.B.2 When a patrol order has been approved an e-mail message is sent to the operator. The message contains the patrol information as entered in patrol order request.

5.B.3 **THE APPROVED PATROL ORDER IS THE ASSIGNMENT TO DUTY FOR THE COXSWAIN AND CREW (INCLUDING TRAINEES) AS WELL AS THE AUTHORIZATION TO CONDUCT THE PATROL.** Approved patrol orders are issued to the operator (coxswain) who will be designated as "Lead" in the crew listing regardless of who requests the order. The patrol order e-mail or a copy of the approved patrol order must be aboard the facility during the patrol.

5.C Completing Patrol Orders

5.C.1	Operators/Owners SOs-OP, and AOM OIA have permission to complete patrol orders. A "Completed" patrol order has all patrol information and reimbursement claims accurately and correctly entered in AOM and the patrol order is ready to be submitted to FINCEN and AUXDATA.
5.C.2	The coxswain is responsible for the content of the crew listing, itinerary, required comments related to the patrol, and uploading SAR report when applicable. The claimant is responsible for all expense reimbursement entries including uploading required receipts, and required comments related to expenses..
5.C.2	For a patrol order to be submitted to FINCEN at least the following information must be included for a patrol order to be "Completed":
5.C.2.a	The number of crew listed, including the coxswain (Lead), must be at least equal to the number required as minimum crew for the facility. An exception to this requirement is when an active duty Coast Guard member is one of the minimum crew. See Section ___ for listing Coast Guard members as crew.
5.C.2.b	<p>Itinerary with authorized mission codes:</p> <ul style="list-style-type: none">•The first entry in the itinerary must be either 01B - TRAILERING or an underway mission code; that is, 01A - MOM, 02 - REGATTA, 03 - NAVIGATION SYSTEM; 24 - SAR. Likewise, the last itinerary entry must be 01B - TRAILERING or an underway mission code. Mission code 23A cannot be the first nor the last entry in the itinerary. (Reference (i))• Mission code 23A cannot be used after or before 01B - TRAILERING. 01B must be followed or preceded by an underway mission code.•When the first entry in the itinerary block is not the Mission Code for the order Patrol Type, an explanation must be entered in the Comments box. For example, the Patrol Type for the patrol is MOM - 01A but prior to getting underway the facility is diverted for SAR - 24A then the first itinerary entry would be SAR - 24A. A comment would be entered: "Diverted for SAR prior to getting underway" [signed], operator, [date]. (Only the Mission Codes entered in the Itinerary are sent for AUXDATA entry. The Patrol Type in order Request is the Operator's intent when the order request is made.)

5.C.2.c	<p>Itinerary with correct time entries:</p> <ul style="list-style-type: none"> •AUXDATA cannot accommodate gaps between a mission's end time and the start time of the next mission. In AUXDATA a mission's start time cannot be the same minute as the prior mission. A mission's start time must be one minute later than the end time of the prior mission (that is, end time plus one minute). (Reference (I)) •In order to facilitate auto entry of patrol order data into AUXDATA, when entering mission times in AOM itinerary the start time of each mission after the first mission entered shall be one minute after the end of the prior mission. •The following itinerary is an example: <table data-bbox="357 525 893 829"> <thead> <tr> <th>Start Time</th> <th>End Time</th> <th>Mission Code</th> </tr> </thead> <tbody> <tr> <td>0600</td> <td>0700</td> <td>01B</td> </tr> <tr> <td>0701</td> <td>1100</td> <td>01A</td> </tr> <tr> <td>1101</td> <td>1127</td> <td>23A</td> </tr> <tr> <td>1128</td> <td>1159</td> <td>01A</td> </tr> <tr> <td>1200</td> <td>1230</td> <td>01B.</td> </tr> </tbody> </table> 	Start Time	End Time	Mission Code	0600	0700	01B	0701	1100	01A	1101	1127	23A	1128	1159	01A	1200	1230	01B.
Start Time	End Time	Mission Code																	
0600	0700	01B																	
0701	1100	01A																	
1101	1127	23A																	
1128	1159	01A																	
1200	1230	01B.																	
5.C.2.d	Fuel Cost or Gov't Provided,																		
5.C.2.e	Gallons fuel used,																		
5.C.2.f	<p>Engine Hours: the time the facility was underway; that is, not moored or anchored (except for short periods of about 15 minutes for purposes such as training anchoring and embarking or disembarking personnel or equipment). Engine hours entered in AOM should not exceed the total time for all underway missions entered in the patrol order itinerary.</p>																		
5.C.2.g	Accounting for oil/additives if claimed, which must be entered in Comments box, signed, and dated; or up-loaded into AOM as a receipt. (See Section 7.D below.)																		
5.C.2.h	"Reason for Other" expense if claimed.																		
5.C.2.i	AUXDATA Unit (Select the Flotilla level (FSO-IS) from the pull-down menu to send patrol information approval and further processing and entry into AUXDATA.)																		
5.C.2.j	<p>Both "Claimant" and operator signatures when the owner is identified as the claimant. The claimant's signature attests that the reimbursement claim is accurate and supported with receipts. The operator signature attests that the patrol was conducted as approved and that the itinerary and crew listing are accurate.</p> <ul style="list-style-type: none"> •For patrols orders with the operator identified as the claimant, only the operator must sign the completed patrol order. •For patrols orders with a Coast Guard owned Auxiliary facility, only the operator's signature is required. 																		

5.C.3	<p>All persons on board must be listed in AOM either as crew or in Comments box. Auxiliary crew members (except QEs conducting qualification examination), and trainees, must be listed in the crew section. Other persons aboard, including QEs, must be listed in Comments box with their name (and if Coast Guard, their unit), status (e.g., "QE", "guest", "Boarding Officer", "AOR Familiarization", "Observer", "ANT team member" etc.)</p>
<p>NOTE: Because it is a violation of Coast Guard policy to release employee ID numbers over the internet and because AOM e-mails contain the Comments do not put active duty or reserve employee ID numbers in AOM Comments box.</p>	
<p>6. CREW CHANGES</p>	
6.A	<p>AOM and AUXDATA cannot process a change in the crew list on a patrol order. Therefore, when it is necessary to change crews during a patrol, the current patrol must be terminated and a new patrol order must be approved.</p> <ul style="list-style-type: none"> • Coxswains should request and have approved one or more additional patrol orders when there is a possibility for a crew change during a patrol; for example, during qualifications examinations. Un-needed patrol orders may be canceled. • In an emergency, coxswains should make reasonable attempts to contact an OIA (FSO-OP, SO-OP, or AOM Administrator/OIA) to receive verbal patrol orders. If contact cannot be made, the coxswain may assign a temporary patrol order number for the continuation of the patrol after an emergency crew change. The coxswain must enter a request for a patrol order in AOM as soon as feasible after patrol termination. An OIA should also be contacted so the patrol order can be approved. • In all cases the coxswain must inform the radio guard of the termination and resumption of a patrol, providing the new patrol order number and revised risk estimate (i.e., GAR) score considering the revised crew.
6.B	<p>When a crew is changed the first patrol order terminates when the facility is moored to disembark/embark crew; or when the crew changes if it is done while the facility is underway. The second patrol starts when the facility gets underway; or one minute after prior patrol termination if done while underway.</p>
6.C	<p>The time the facility is moored to affect a crew change is claimed on ANSC Form 7029, Member Activity Worksheet, mission 99B.</p>
6.D	<p>When a patrol order is approved for Auxiliary crew change, a comment shall be entered in the Comment box and state that the order is for a crew change and identify the other patrol order(s) number(s) (temporary and AOM assigned) and the patrol order number that contains the expenses and meal claims. This is to inform the SO-OP and OIA that there is more than one order associated with a claim. Care must be taken to avoid inadvertent duplicate claims.</p>

6.E	On Completed patrol orders gallons of fuel used and engine hours shall be entered on each crew change patrol order. Gallons used on the first patrol order and each subsequent patrol order, except the final patrol order, shall be estimates and the engine hours shall be the actual time. On the final patrol order, the gallons of fuel used shall be the actual amount minus the estimated amounts from the other patrol orders.
6.F	<p>On Completed patrol orders involving crew changes comments must be entered relating each patrol order involved to the other(s).</p> <ul style="list-style-type: none"> • On the first patrol order a comment must be entered such as: "Patrol Order ##### [the second patrol order number] is a continuation of this patrol with modified crew list. The expenses for this patrol will be claimed on patrol order ##### [the second patrol order number]. [user name, position, date]" • On the second and subsequent patrol orders involving crew change a comment relating each patrol order to the other(s) must be entered. A comment must be entered such as: "This patrol order is a continuation of patrol order [first patrol order number] to accommodate a crew change. The fuel and fuel additive expenses claimed on this patrol order includes expenses for patrol order ##### [first patrol order number]. See attached receipt. [user name, position, date]" • Temporary patrol order number shall be entered in the Comments of the AOM patrol order is relates to.
6.G	Meals claimed for reimbursement shall be on the patrol order which covers that meal. Claiming the same meal on more than one patrol order is not permitted.
6.H	Other expenses shall be claimed on only one patrol order.
6.I	The engine hours shall be the actual time on each patrol order. Fatigue limit calculation will include all patrols.

7. EXPENSE REIMBURSEMENT

Out-of-pocket expenses defined in this section may be claimed in a patrol order. Fuel, additives, ice and meals provided by the Coast Guard or other entity shall be claimed as "Government Provided" and no dollar amount should be entered on the patrol order. Shipping costs for bulk purchases are not reimbursable.

7.A. General Principal and Guidance for Reimbursement

7.A.1	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.
7.A.2	Expenses authorized for reimbursement are listed in the Reference (a) Chapter 9, Section B.1. "Other reimbursable expenses" must be pre authorized by the Coast Guard or AOM OIA with the exception of ramp fees.

7.A.3	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/or authorization for reimbursement is received from the Sector Commander.
7.B Reimbursement Guidance.	
7.B.1	Exceeding the fatigue limit (Reference (b) Chapter 4 Section E.8) is not a cause for denying reimbursement, but may be cause for referring the operator to the Coast Guard OIA and 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.
<p>NOTE: Coxswains are to contact Sector NC Watch Officer directly (910 362 4015) 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 coxswain must get and record in the AOM Comments box the Watch Officer's name along with the reason for requesting the extension of the fatigue limit.</p>	
<p>NOTE: Pre-mission and post-mission vessel checks prior to a patrol is counted full-time for calculating fatigue time.</p> <p>Reference(b) Chapter 4 Section E.8:</p> <p>“Crew underway time begins when the crew member reports to the designated place to prepare for a specific mission. Computation of such time ends when the mission is complete. Crew underway time includes time spent accomplishing pre-mission and post-mission vessel checks.” (“Underway” as used here applies only to fatigue time.</p> <p>“Time spent conducting trailering activities and at a sheltered anchorage counts as 50% underway time (e.g., one hour spent at a sheltered anchorage counts for ½ hour accumulated crew underway time).”</p> <p>“The operator is responsible for keeping track of crew mission time and advising the OIA when their crew mission time is approaching the limits. “</p>	
7.B.2	Lack of proper receipts or Certificate(s) in Lieu of Receipt to justify expenses is a cause for denying reimbursement. A certificate in lieu of receipts must be submitted when the original receipts cannot be provided. The certificate must explain why the original receipt is not submitted.
7.B.3	Exceeding the 20 days document submission limitation without adequate and reasonable explanation is cause for denying reimbursement.
7.B.4	Not including comments or explanations as required herein for certain circumstances may be cause for denying reimbursement.

7.B.5	Conducting patrols without proper authorization is cause to deny reimbursement.
7.B.6	The use of incorrect Patrol Type and Mission Type and Mission Code is not cause for denying reimbursement.
7.B.7	There is no reimbursement for patrols that do not occur. The facility must get underway for a patrol to have occurred. (Reference (k)) (See Section 4 above.)
7.C Fuel Reimbursement.	
7.C.1	Fuel consumed by a facility during a patrol and paid for by the facility owner or operator is a reimbursable expense. The reimbursement claim must be supported by a receipt (See Section 7.G, Receipts, below.)
7.C.2	Reference (f) paragraph "PATROL REIMBURSEMENT" defines the District policy related to fueling facilities after a mission as: "Refueling and all claims for reimbursement must take place on the date of the mission. If "No Reimbursement" is checked [in AOM patrol order] for that mission, replacement for any fuel cannot be carried forward to another mission."
7.C.3	When fueling is delayed the patrol order must site the authorization for delaying. and each instance of delayed fueling must have an explanation of the situation in the Comments box, signed and dated. (Reference (c) relates)
7.C.4	An explanation for delayed fueling is one that indicates a circumstance beyond the coxswain's control. Explanations indicating a lack of patrol planning that did not include fueling prior to termination of the patrol will not be accepted and the order will be canceled.
7.C.5	Reference (f) also says if fueling is anticipated to be delayed on a routine basis, prior authorization should be requested from the Sector OIA by the SO-OP, via AOM OIA, for specific facilities. Included should be an explanation of the circumstances that prompts the request and the procedure to be used for accounting for fuel usage. When fueling is delayed the patrol order must site the authorization for delaying in the Comments box, signed and dated. (Reference (c) relates)
7.C.6	For patrols on successive days after fueling was delayed, 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 up-loaded in AOM for the previous day's patrol order. Then fuel again after the current day's patrol, if possible, and up-load that receipt for that day's patrol order. Each order must have an explanation of the situation and the related patrol order number(s) for that patrol in the Comments box, signed and dated.
7.C.7	AOM OIA has limited leeway in applying the policy when extenuating circumstances are involved, but complete documentation will be essential.
7.D Oil and Fuel Additive Reimbursement.	
7.D.1	Oil and fuel additive required or recommended by the engine manufacturer purchased by the facility operator and used in combustion during a patrol is a reimbursable expense. The reimbursement claim must be supported by a receipt and an accounting of the use. (This does not apply to oil used in the crank case or lower unit.)

7.D.2	Oil and additive is usually purchased in different quantities and only a portion of the purchased amount is used during a patrol. The Coast Guard Finance Center and Reference (c) requires that expenses be documented so they can be audited. Therefore, the methods stipulated in this Section shall be used for calculating the amount to be reimbursed. (Reference (c) Section 8.D.1(7))
7.D.3	When oil or fuel additive is purchased the original receipt should be up-loaded in AOM for the patrol which first used the oil or additive purchased, but the amount should not be entered for reimbursement since reimbursement will be only for the amount of oil actually used for the patrol.
7.D.4	Facilities with engines that the manufacturer provides an oil-to-gas ratio should use that ratio and indicate in the AOM Comments box or an uploaded document the patrol order number of the patrol 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)).
7.D.4	For engines that use oil as needed (Precision Oil Injection) that do not have a use ratio must state in the AOM Comments box or an uploaded document the patrol order number of the patrol order 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 $(29.5/128)*10 = \$2.30$))
7.D.5	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.
7.E Meal Reimbursement	
7.E.1	Meals including drinks provided to Auxiliarists serving as crew or trainee and consumed during a patrol are a reimbursable expense. The person providing the meal may receive reimbursement at the Coast Guard enlisted meal per-diem rate. AOM automatically checks the meals that may be reimbursed if provided. If the meal was not provided, the check mark should be removed by clicking on it.
7.E.2	If a crew member other than the claimant provides his/her own meal, the claimant should claim the meal for reimbursement and when paid by Finance Center transfer the reimbursed amount to the crew member.
7.E.3	Reimbursement for meals provided to Qualification Examiners who are not under Coast Guard travel orders may be claimed at the per-diem rate by entering the meal rate in "Other Reimbursable Expenses" with an explanation in the "Reason for Other" box.
7.E.4	Reimbursement for meals provided during patrols to Coast Guard active duty and Reserves on active duty who do not have travel orders may be claimed at the per-diem rate by entering the meal rate in "Other Reimbursable Expenses" with an explanation in the "Reason for Other" box.

Note: Meal per-diem rates which are set annually may be viewed at <http://www.uscg.mil/ppc/rates.asp#bas> under "Food Service Meal Rates". Effective 1 January 2014 the rates were: Breakfast/Mid Ration: \$2.55; Lunch/Dinner: \$4.65.

7.E.5 Meal reimbursement is not permitted on patrol orders when the facility did not get underway.

7.E.6 Meal reimbursement is not permitted for guests.

7.F Automobile Mileage.

Mileage traveled trailering a facility to and from the patrol launch is a reimbursable expense. Only the mileage should be entered in the patrol order (the cost of automobile fuel if entered is ignored by Finance Center). The mileage rate reimbursed is set in the U.S. Joint Travel Regulations.

7.G Ice.

The actual cost of ice purchased for a patrol is a reimbursable expense.

7.H Other Expense.

7.H.1 Road and bridge tolls, launch fees, lock fees, and meals provided to QEs and Coast Guard personnel not on travel orders may be claimed as an Other Expense. The reason for the expense must be entered in the patrol order.

7.H.2 Other out-of-pocket expenses may be claimed as an Other Expense if the expense was incurred incident to a patrol and approved by the Coast Guard OIA.

7.I Receipts.

7.I.1 Except for fuel and oil used in combustion and additives, receipts for expenses less than \$75.00 are not required to be uploaded with a patrol order, but may be if desired for record keeping purposes. Receipts for expenses \$75.00 or greater paid out of pocket as an operational expense directly related to a patrol for other than fuel, oil used combustion and additives must be uploaded with the patrol order.

7.I.2 Receipts for fuel and oil combustion and additives are required to be uploaded with a patrol order regardless of the amount claimed for reimbursement. The \$75.00 limit mention on the AOM Receipt up-load screen does not apply in D5SR for fuel and oil combustion and additives. (Reference (c) 8.D.1(4) See the AOM Overview Guide for receipt uploading instructions. A copy of the image as well as the original receipt should be retained by the owner. (An alternative to scanning the receipt, is to take a digital photograph of the receipt(s) and up load the picture file.)

7.I.3 Required receipts must be readable and show the name of the vendor, the product purchased, date and time of purchase. If the product and/or date time is not on the receipt, the claimant shall write it on the uploaded document.

7.I.4 More than one receipt (e.g., fuel; oil used in combustion; 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.

7.J Certificate in Lieu of Receipt.

7.J.1	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. (Reference (c) 8.D.1)
7.J.2	Certificates in Lieu of Receipt shall be up-loaded in AOM for the applicable patrol order. Appendix C is a sample Certificate in Lieu of Receipt. The information on the sample must be included on the Certificate uploaded in AOM.

8. REQUIRED PATROL ORDER COMMENTS

All comments entered in AOM must be signed and dated. This is the only way to inform OIAs and leadership about who entered the comment and when. Patrol order requests and completed patrol orders will be rejected if signature and date is omitted.

Comments may be uploaded in AOM as a separate file if desired. However, an entry in the Comment box must advise that a comment file has been uploaded.

8.A Comments Required with Patrol Order Request

The following comments are required on a patrol order request:

- The authority or name of person authorizing:
 - Regatta, ATON, Coast Guard support, off-season patrols
 - Pre-approved fatigue limit extension
 - Pre-approved late or deferred fueling
 - Guests
- The nature of Coast Guard support requested
- The reason for an off-season patrol.
- The Radio facility serving as radio guard if it is not a Coast Guard radio facility.
- The name(s) and affiliation of guests.

8.B Comments Required with Completed Patrol Order.

8.B.1	All comments required on a patrol order request if any must be included on the Completed order..
8.B.2	Trailing. Crew members involved with trailing, which includes traveling with the facility, must be identified in the Comments box (for example: J. Jones and B. Bop trailed [signed] jsmith, operator, dd/mm/yy). (Reference (l))

NOTE:

- Crew members who were involved with trailering do not enter any travel time on their form ANSC Form 7029, Member Activity Worksheet. Their time is credited under patrol mission 01B - TRAILERING in the patrol order itinerary.
- In accordance with DSO-IS guidance in References (i) and (l), crew members who were not involved with trailering record the time before getting underway and the time after completion of the last underway mission on ANSC Form 7029, Member Activity Worksheet, mission 99B.

8.B.3	Fatigue Limit Extension: The Sector North Carolina Watch Officer's name along with the reason for requesting a fatigue limit extension. (See Section 7.B.1 Notes regarding fatigue limit.)
8.B.4	Deferred Fueling: The reason for late or deferred fueling when not pre-approved and an indication about when fueling will be done.
8.B.5	Non-crew Members Aboard: The name and unit or affiliation of persons not included in crew listing (Coast Guard personnel, QE, guests), If a Coast Guard member made up one of the minimum required crew, that must be stated.
8.B.6	Crew members from Another Flotilla: Crew member(s) name, member number and flotilla if not in facility owner's Flotilla.
8.B.7	<p>Crew Changes: Patrol orders involving crew changes must have comments relating each patrol order involved to the other(s).</p> <ul style="list-style-type: none">• On the first patrol order a comment must be entered such as: "Patrol Order ##### [the second patrol order number] is a continuation of this patrol with modified crew list. The expenses for this patrol will be claimed on patrol order ##### [the second patrol order number]. [user name, position, date]"• On the second and subsequent patrol orders involving crew change a comment relating each patrol order to the other(s) must be entered. A comment must be entered such as: "This patrol order is a continuation of patrol order [first patrol order number] to accommodate a crew change. The fuel and fuel additive expenses claimed on this patrol order includes expenses for patrol order ##### [first patrol order number]. See attached receipt. [user name, position, date]"• Temporary patrol order number shall be entered in the Comments of the AOM patrol order is relates to.
8.B.8	Oil and Fuel Additive Accounting: An accounting for oil and fuel additives used in engine combustion must be include in Comments or in an uploaded document. If in an uploaded document, a comment saying the accounting has been uploaded shall be entered.

9. UPLOADING DOCUMENTS IN AOM.

9.A	Receipts, Certificate in Lieu of Receipt, SAR Reports and text documents with comments may be uploaded in AOM using the "Receipts" function on the Complete Patrol Order screen.
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9.B	A digital image of SAR reports must be up-loaded into AOM to comply with Enclosure (1) Section 4.E.1.c of Reference (c) The process is the same as up-loading a receipt.
9.C	More than one file may be uploaded. The file name should identify the type information in the file. For example; "fuel receipt patrol order #1300441"; "Additive receipt patrol order #1300441"; "SAR_Report"; "Comments".
9.D	It is suggested that Marine Event Permits and any document germane to recording a patrol be upload as a separate image file in the same manner as receipts to maintain a record.
	Note: After uploading a receipt (or document) check to see if the receipt file name is listed on the Receipts screen. (The file name for the receipt should include only letters and digits and a period before the file type suffix (e.g., .jpg). AOM will not accept the receipt if other characters are in the file name although a pop-up message "Your receipt has been uploaded" will be displayed.)
	Note: Receipts for ice and other expenses less than \$75.00 do not have to be uploaded. Receipts must be uploaded for fuel, oil used in combustion, and additives.
	Note: For claimed expenses where receipts are not issued such as ice machines and highway tolls a record should be retained. An entry in the patrol order Comments could be used for this purpose.
10. CORRECTING ORDERS AFTER SUBMISSION TO FINCEN.	
10.G.1	Correcting information after submission to Coast Guard Financial Center (FINCEN) is time consuming and will require thorough explanation about how the error occurred. Exercising care during completing, verifying, and approval process is essential to avoid error.
10.G.2	Information in error on a patrol order after submission of FINCEN shall be brought to the attention of SO-IS and AOM OIA as soon as possible.
10.G.3	Errors related to the patrol itinerary or crew may be corrected by Information Systems change of communication.
10.G.4	Errors related to reimbursement must be forwarded to FINCEN by AOM OIA.
11. DESIGNATING FACILITY OPERATORS ON SURFACE FACILITY OFFER FOR USE.	
11.A General.	
11.A.1	Only DIRAUX can enter in AUXDATA and AOM facility information contained on the Facility Offer For Use.; AOM Administrator cannot. This includes adding/deleting authorized operators when the operator is not on board.
11.A.2	SOs-OP may submit Offers for Use form 7003 or 7008 to DIRAUX via e-mail to D05-SMB-D5_DIRAUX@USCG.MIL with subject: SURFACE FACILITY OFFER FOR USE. DIRAUX will respond with approval or rejection via U.S. mail or e-mail.

11.A.3	When a surface facility is accepted for use by DIRAUX the “Operation of a Facility by a Non-owner” selections on the Facility Offer for Use Section VII are entered in AUXDATA and AOM.
11.B Initial and Re-inspection.	
11.B.1	In order to designate coxswains who may operate a facility when the owner is not on board, Section VIII of an initial or re-inspection Surface Facility Offer for Use from ASNC 7003 must be completed as follows:
11.B.1.a	On Form 7003 Section VIII in the part "When I am on board . . ." the owner may enter "None". This results in no coxswains being listed in AOM and only the owner can request patrol orders for the facility.
11.B.1.b	On Form 7003 Section VIII in the part "When I am NOT on board . . ." the owner must list by name and member number individual coxswains who are to be authorized to operate the facility. If needed attach a separate sheet with the list. This list will permit the coxswains listed to request patrol orders for the facility when the owner is and is not on board. If no coxswains are listed, only the owner may request orders for the facility when the owner is and is not on board. The owner will select the operator for the patrol from the Operator drop down list.
<p>Note: "All in Flotilla 054-##-##", or "All in Division 054-##" are no longer options for either "When I am on board" or "When I am not on board". Only a list of coxswains per 11.B.1.b above, is acceptable for "When I am not on board."</p>	
<p>Note: Use Auxiliary Directory web site (https://auxofficer.cgaux.org/auxoff/) to search for coxswains names and member numbers. In the Unit box enter 054-## for Division or 054-##-## for Flotilla and select Boat Crew Coxswain under Qualifications. Click on Search.</p>	
11.C Changes to Facility Offer for Use.	
11.C.2	Sections I, II, and first line of III must be completed. The other sections are completed as needed for the change. The form must be signed and dated.
11.C.3	<p>Additionally, when adding/deleting authorized operators in Section VII the following information must be included:</p> <ul style="list-style-type: none"> • Whether the change is for Operator on Board or Operator Not on Board. • Operators' member number and name and if they are to be added or deleted

APPENDIX A - REFERENCES

- (a). AUXILIARY MANUAL COMDTINST M16798.3G 022_12
- (b). AUXILIARY OPERATIONS POLICY MANUAL COMDTINST M16798.3E
- (c). FIFTH DISTRICT, AUXILIARY SOUTHERN REGION POLICY MANUAL Enclosure (1) to CGDFIVEINST 16790.D MAR 14, 2012
- (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 COAST GUARD OIA MEMO MARCH 2010; SUBJ; AUXILIARY POLICY REMINDER
- (g). NOT USED
- (h). COAST GUARD FINANCIAL RESOURCE MANAGEMENT MANUAL COMDTINST M7100.3D October 2008 .
- (i). JAMES E THOMAS, DSO-IS, BAU-II, E-MAIL Monday, April 29, 2013
- (j). DIRAUX E-MAIL Date: March 27, 2013
- (k). DIRAUX E-MAIL Date: March 23, 2013
- (l). JAMES E THOMAS, DSO-IS, BAU-II, E-MAIL Saturday June 8, 2013
- (m). MEMORANDUM OF AGREEMENT BETWEEN THE UNITED STATES COAST GUARD AND THE STATE OF NORTH CAROLINA REGARDING THE CONDUCT OF RECREATIONAL BOATING SAFETY PROGRAMS, PARAGRAPH 4.G] 3/29/2011
- (n). DIRAUX E-MAIL Date 30 APRIL 2013
- (o). "D5SR AUXDATA Order Management (AOM) Guide for Owners & Operators" 02/15/2013

APPENDIX B - DHS IA COMPLIANCE SYSTEM - RULES OF BEHAVIOR [excerpt]

Acceptable Use

The following rules of behavior and acceptable use policy apply to all users of the DHS Compliance System [AUXDATA Order Management System] whether DHS employees or contractors. Because written guidance cannot cover every contingency, you are asked to go beyond the stated rules, using your best judgment and highest ethical standards to guide your actions. These rules are based on Federal laws and regulations and DHS policies. As such there are consequences for non-compliance.

Users of the DHS Compliance System, including the major applications Trusted Agent FISMA and Risk Management System (RMS) must comply with the following rules:

- Users are given access to this system based on a need to perform specific work. Users shall work within the confines of the access allowed and shall not attempt to access systems or applications to which access has not been authorized.
- Users shall protect sensitive information from disclosure to unauthorized individuals or groups. Classified information is not authorized for this system.
- Users shall protect hardcopy reports or documents from the DHS Compliance System commensurate with the categorization of the general support system, application, or security program included in the DHS Compliance System.
- Users shall not share identification or authentication materials of any kind, nor shall any DHS user allow any other person to operate any DHS system by employing the user's identity.
- All users shall protect passwords from disclosure and shall not divulge them to anyone.
- Users shall not circumvent or attempt to circumvent any security countermeasures or safeguards.
- Users shall report any observed weaknesses in countermeasures or procedures to the DHS Compliance Help Desk at 877-695-6995 or DHSCompliance@icscorp.com.
- Users shall not attempt to circumvent or change system permission levels for the DHS Compliance System.
- Any security violations or suspicions of security violations shall be reported immediately to the DHS Compliance System Help Desk.
- All questions or problems concerning security shall be forwarded to the Compliance System ISSO or System Administrator.

Non-Compliance

Any violation of the rules of behavior shall be considered a security incident. If the incident is deemed willful, it will be escalated to a security violation. Depending on the number of security violations and the specific information involved, disciplinary action for the violation may consist of a letter or warning/caution, revocation of access to the DHS Compliance System, suspension, or removal from Federal Service. The individual may also be subject to criminal prosecution.

APPENDIX C - SAMPLE CERTIFICATE IN LIEU OF RECEIPT

Certificate in Lieu of Receipt(s)

Patrol Order Number(s):

Patrol Date(s):

Reason for Submitting Certificate:

Vendor Name and Address:

Date of Purchase:

Product Purchased:

Quantity Pruchased:

Cost: \$0.00

Claimant's: Name and Member Number:

This form must be uploaded in AOM with with each applicable patrol order when:

- a. Submitting patrol claims without a required receipt.
 - b. Uloading copies of receipts other than original(s).
-

Remarks: