



# **US Coast Guard Auxiliary**

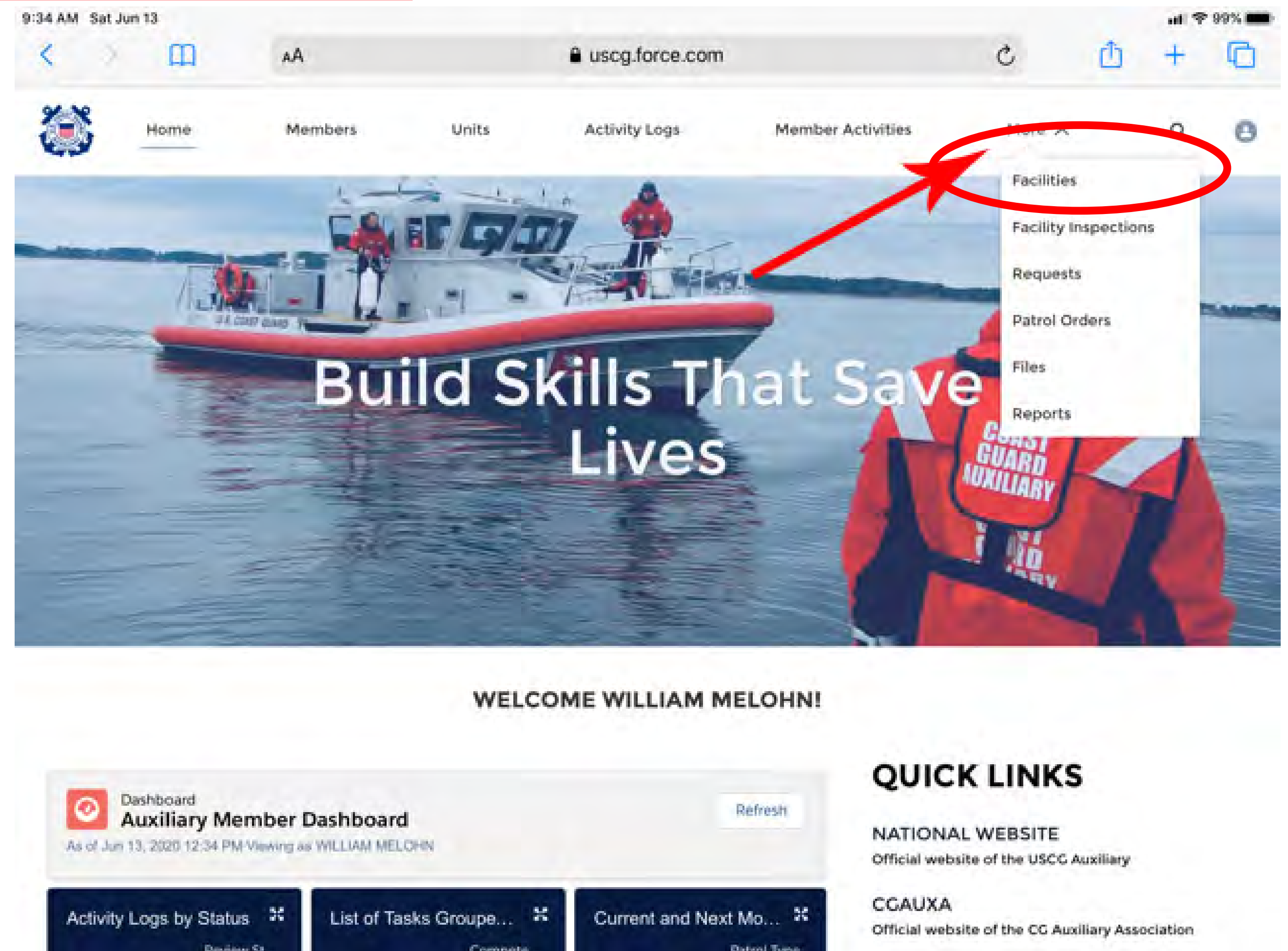
## **AUXDATA II Patrol Order Entry Guide**

**8 AUG 2020 CG-BSX-1**

# OPENING AND COMPLETING A PATROL ORDER IN AUXDATA II

A Guide to the actions needed to:

1. Request a Patrol, either by vessel, aircraft or radio
2. Enter patrol order details following a mission
3. Prepare needed Activity Logs
4. Complete the Patrol Order

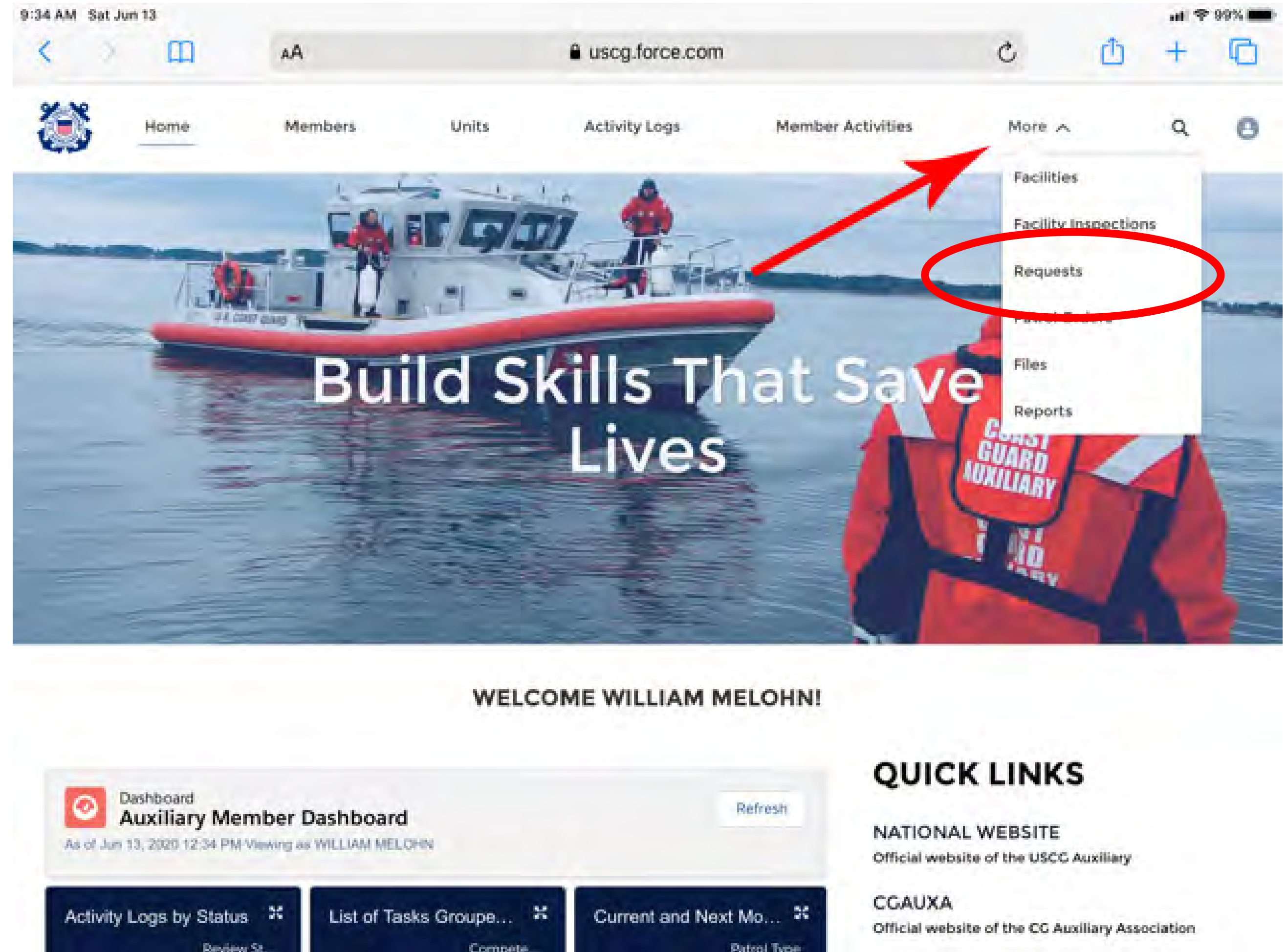


# 1. REQUESTING A PATROL

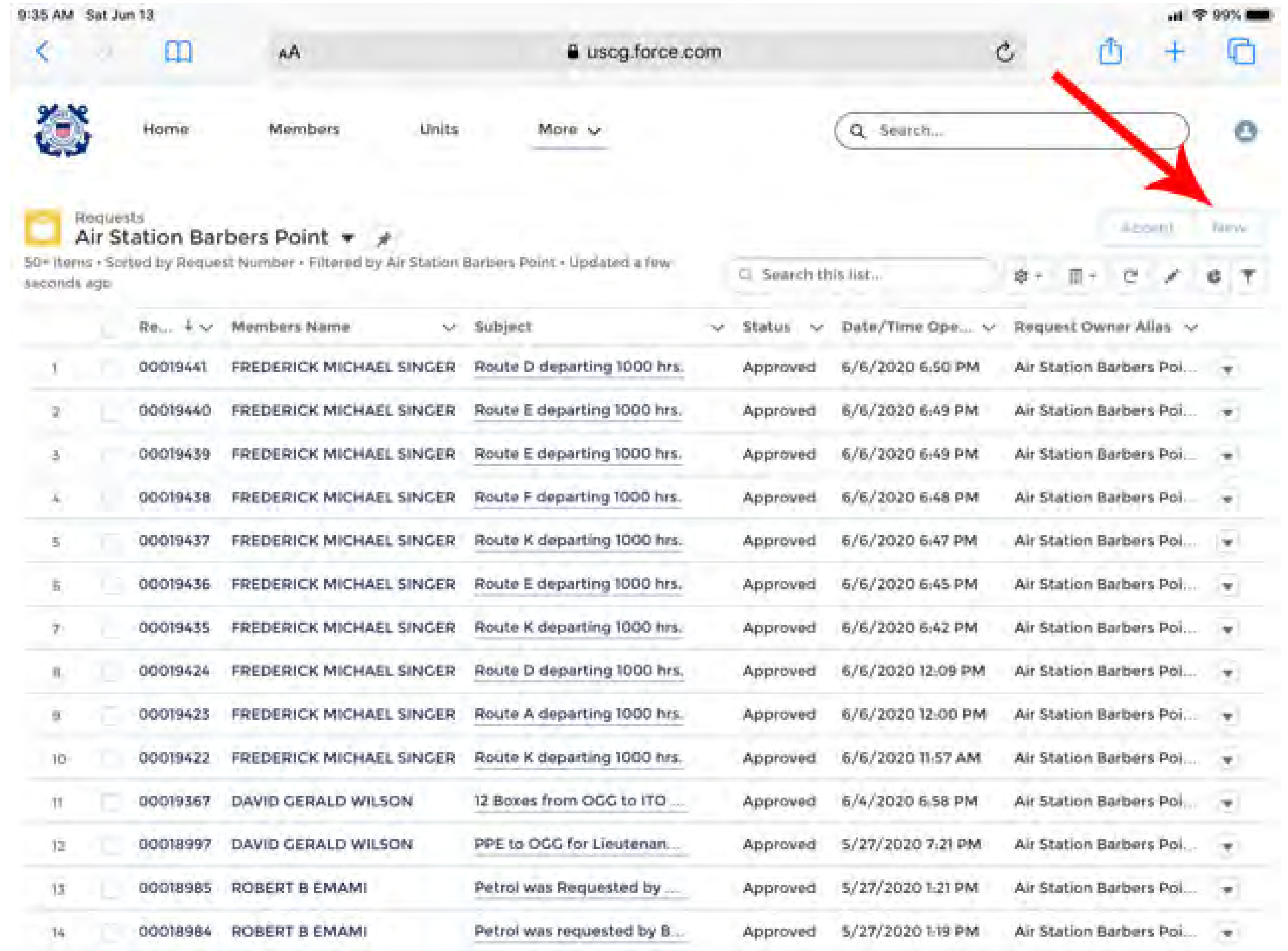
## 1. Login to:

<https://uscg.force.com/auxcommunity/s/>

- Choose More from the top-level menu.
- Choose Requests from the More menu.



2. Choose New to create a new request.



**New Request**  
Select a record type

Patrol Request  
Case record type for submitting patrol requests

Service Request  
Case record type for submitting Service Request

3. Choose Patrol Request.

- **Press Next.**

4. Enter Facility identifier, either by choosing a previously selected number, or by typing the first few letters of the facility registration
5. Choose appropriate Owner Type; often this will be Owner is Operator.
6. Enter Operator for the patrol
7. Enter Owner of the facility.
8. Choose the Patrol Date.
9. Choose the Patrol Time.
10. Choose Facility Type: Radio, Aircraft, or Boat .
11. Choose Patrol Type; for example 01A, Maritime Observation Mission.

The screenshot shows a web browser window with the URL `uscg.force.com/auxcommunity/s/case/Case/Default`. The main content is a 'New Request: Patrol Request' form. The form is divided into several sections:

- Facility:** A dropdown menu with 'F-23178' selected.
- Status:** A dropdown menu with 'New' selected.
- Facility Owner Type:** A dropdown menu with '--None--' selected.
- Reimburse:** A dropdown menu with '--None--' selected.
- Operator:** A search field with 'Search Members...' and a magnifying glass icon.
- Patrol Location:** A text input field.
- Facility Owner:** A search field with 'Search Members...' and a magnifying glass icon.
- Sub-Unit:** A text input field.
- Patrol Date:** A date picker with a calendar icon.
- Patrol Area:** A text input field.
- Patrol Time:** A dropdown menu with '--None--' selected.
- Description:** A large text area.
- Facility Type:** A dropdown menu with '--None--' selected.
- Patrol Type:** A dropdown menu with '--None--' selected.

At the bottom of the form are three buttons: 'Cancel', 'Save & New', and 'Save'. The background shows a table of requests with columns for 'Requ...', 'Members Name', and a list of request IDs and names.

12. Choose Reimburse typically Owner.

13. Enter Patrol Area as the area to be patrolled.

14. Enter Description; any information needed to inform the OIA about the patrol activities and intentions.

**Note** – under System Information, leave Member's Name blank and leave Status as “New”

• **Click Save.**


The screenshot shows a web browser window with the URL `uscg.force.com/auxcommunity/s/case/Case/Default`. The page displays a 'Requests' table with columns for 'Req...', 'Members Name', and 'Request Owner Alias'. A modal window titled 'New Request: Patrol Request' is open, showing the following fields:

- \*Facility: F-23178
- \*Status: New
- Facility Owner Type: --None--
- \*Reimburse: --None--
- Operator: Search Members...
- Patrol Location: (empty)
- Facility Owner: Search Members...
- Sub-Unit: (empty)
- Patrol Date: (empty)
- Patrol Area: (empty)
- Patrol Time: --None--
- Description: (empty)
- Facility Type: --None--
- Patrol Type: --None--

Buttons at the bottom of the modal are 'Cancel', 'Save & New', and 'Save'. The background table shows 16 rows of request data, including details like '00019384 LESLIE B PELOS' and '00020069 E CURTIS FLECK'.

# The Request has now been filled in, but you need to assign it a location:

- Choose Assign Location in the blue bar.



9:39 AM Sat Jun 13 uscg.force.com

Home Members Units More

Request

Status: New Request Number: 00018923

**Assign Location**

Facility	F-00720	Status	New
Facility Name	F-00720	Reimburse	OWNER
Facility Owner Type	Owner is Operator	Patrol Location	
Operator	WILLIAM CHARLES MELOHN	Sub-Unit	
Patrol Date	6/24/2020	Patrol Area	
Patrol Time	MIDDAY	Description	
Facility Type	Aircraft		
Patrol Type	OIA- MARITIME OBSERVATION (MOM)		
Facility Call-Sign			
Radio Facility Type			

- Enter the CG Order Issuing Authority for the patrol as the Location
- The Sub Unit is used only for Vessel and Radio Patrols, when appropriate.
- Patrol Area may be used to designate specific patrol assignments.
- **Click Save.**

The screenshot shows a mobile application interface for the USCG Force. At the top, the status bar displays the time as 9:39 AM on Saturday, June 13, and the battery level at 98%. The browser address bar shows the URL uscg.force.com. The main content area is a blurred background of a patrol assignment form. A white modal dialog box titled "Assign Locations" is centered on the screen. It contains three input fields: "Location" with a dropdown menu showing "Air Station Barbers Point", "Sub Unit" with a dropdown menu showing "--None--", and "Patrol Area" with a text input field containing "Maui". At the bottom right of the dialog are "Cancel" and "Save" buttons.



- To submit the request for approval, click the pencil to the right of Status.

- Select “Requested” from the Status drop-down menu.

• **Note:** The OIA will be automatically notified of the patrol request.

- **Click Save.**

9:39 AM Sat Jun 13 uscg.force.com 98%

Home Members Units More

Request

Status: New Request Number: 00018923

Facility: F-00720  
Facility Name: F-00720  
Facility Owner Type: Owner is Operator  
Operator: WILLIAM CHARLES MELOHN  
Patrol Date: 6/24/2020  
Patrol Time: MIDDAY  
Facility Type: Aircraft  
Patrol Type: OIA: MARITIME OBSERVATION (MOM)  
Facility Call-Sign:  
Radio Facility Type:

Status: New  
Reimburse: OWNER  
Patrol Location: Air Station Barbours Point  
Sub-Unit:  
Patrol Area: Maui  
Description:

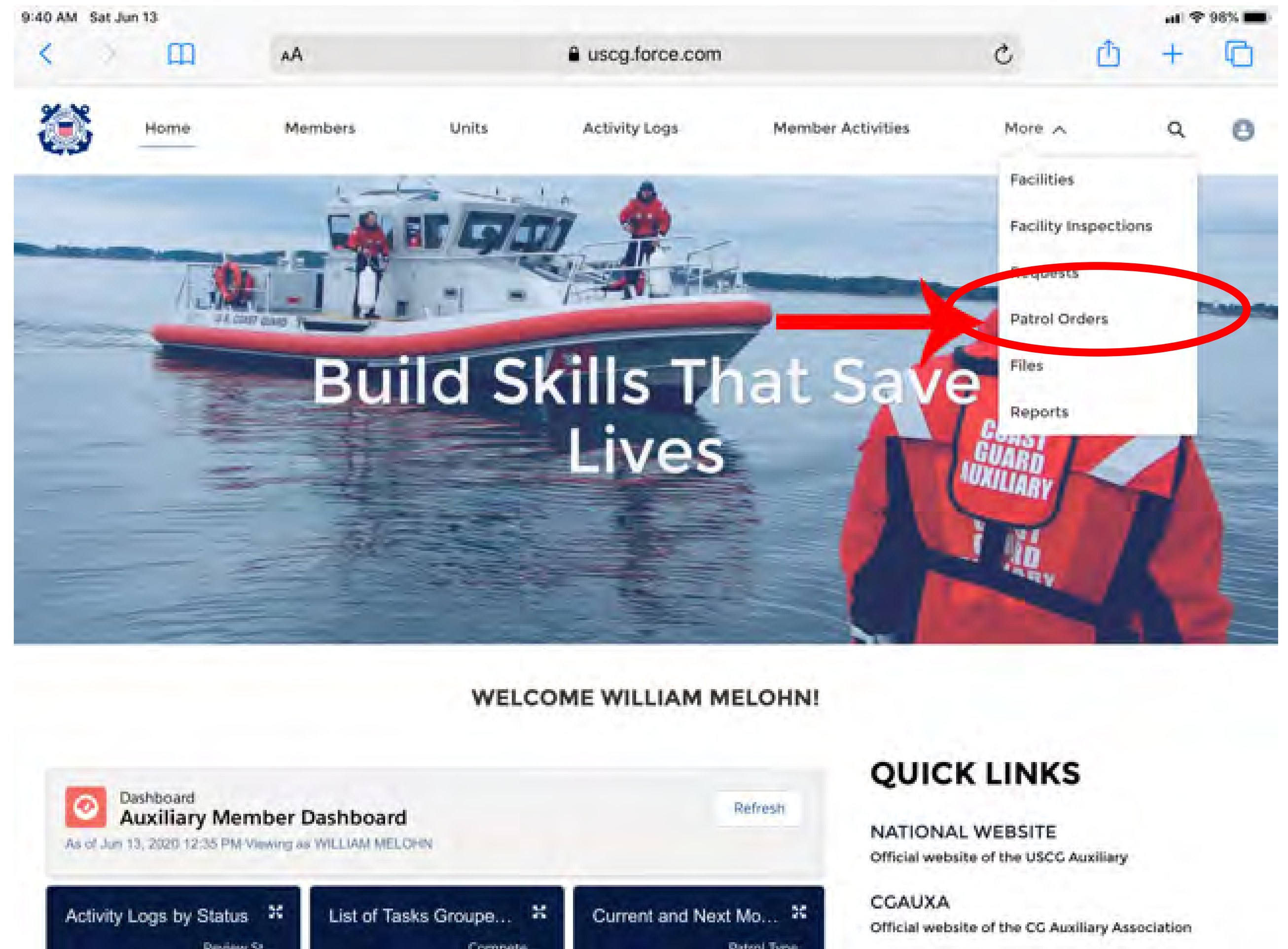
# 2. COMPLETING A PATROL ORDER

## Completing a Patrol Order after the mission

### 1. Login to:

<https://uscg.force.com/auxcommunity/s/>

- From the main menu, Choose more.
- Choose Patrol Orders.



2. Find the Patrol Order you wish to complete, either by:

- Going to Patrol Orders and selecting “My Patrol Orders”
- or finding the patrol order from the previously approved Request,
- or by typing the order number into the oval search box.

The screenshot shows the mobile app interface for uscg.force.com. At the top, there is a navigation bar with 'Home', 'Members', 'Units', and 'More'. A search bar is highlighted with a red oval. Below the navigation bar, there is a section for 'Patrol Orders ASBP' with a 'new' button and a search bar for the list. The main content is a table of patrol orders with columns for 'Patrol Or...', 'Patrol...', 'Facility', 'Status', 'Doc\_Id', 'Patrol Area', and 'Owner La...'. A red arrow points to the 10th row of the table.

	Patrol Or...	Patrol...	Facility	Status	Doc_Id	Patrol Area	Owner La...
3	PO-235737	6/28/20...	F-00357	Approved			SINGER
4	PO-235724	6/25/2020	F-00559	Approved		Maul County	EMAMI
5	PO-235685	6/24/2020	F-00720	Approved		Maul	MELOHN
6	PO-235735	6/21/2020	F-00357	Approved			SINGER
7	PO-235736	6/21/2020	F-00357	Approved			SINGER
8	PO-235723	6/18/2020	F-00559	Approved		S-LNY	EMAMI
9	PO-235684	6/17/2020	F-00720	Approved		Lanai	MELOHN
10	PO-235687	6/14/2020	F-00281	Approved			FUKUHARA
11	PO-235690	6/14/2020	F-00281	Approved			FUKUHARA
12	PO-235734	6/13/2020	F-00357	Approved			SINGER
13	PO-235722	6/11/2020	F-00559	Approved		LNY-KOA	EMAMI
14	PO-235721	6/11/2020	F-00559	Approved		LNY-Koa	EMAMI
15	PO-235683	6/10/2020	F-00720	Approved		Molokai	MELOHN
16	PO-235726	6/8/2020	F-00803	Completed			WILSON

3. Your order will have the Operator listed as the first crewmember as lead. Add other crewmembers by selecting the New button.

The screenshot shows the uscg.force.com web application interface. At the top, there is a navigation bar with 'Home', 'Members', 'Units', and 'More' options, along with a search bar. The main content area displays details for a Patrol Order (PO-235683). The order is for Facility F-00720, with a status of 'Approved' and an owner of 'WILLIAM CHARLES MELOHN'. The patrol type is '01A: MARITIME OBSERVATION (MOM)' and the date is '6/10/2020'. The location is 'Air Station Barbours Point'. A red arrow points to the 'New' button in the 'Crew (1)' section, which lists 'WILLIAM...' as the 'Lead' member. Below the crew list are sections for 'Activities (0)' and 'Files (0)', both with 'New' and 'Add Files' buttons respectively.

Crew ...	Name	Member	Position
CREW...	WILLIAM...	WILLIAM...	Lead

4. Enter the first few characters of the member's name in the Member box.
5. Choose the Position for this crew member, Non-Lead or Trainee, as appropriate. Be sure to check "is owner" or "is operator" when appropriate.
6. Choose the appropriate meal(s) for the patrol time.
  - Breakfast: 0600-0800
  - Lunch: 1100-1300
  - Dinner: 1600-1800
  - Mid Rations: 2300-0000

**Note:** If government provided meals are not checked on the order page enter crew meals here.

- **Click Save**

The screenshot shows a web browser window with the URL `uat-uscgaux.cs33.force.com/auxcommunity/s/patrol-order/a1Y3500003HI95EAC/po192342`. The page displays details for Patrol Order PO-192342, including Facility F-23305, Facility Name MCs other Jet Ski, Facility Type PWC, Facility Owner Type Owner Not On Board, Operator DAVID A ELLIOT, Facility Owner AUX40 NMN User, and Facility Call-Sign. A 'New Crew' modal form is open, containing the following fields and options:

- Crew Record Number: [Empty]
- Position: --None-- (dropdown menu)
- Member: Search Members... (input field)
- Is Owner?:
- Patrol Order: PO-192342 (dropdown menu)
- Is Operator?:
- Date Applied: [Calendar icon]
- Date Decided: [Calendar icon]
- Active Duty:
- Name: [Text box]
- Expenses (review help text for specific meal times):
  - Breakfast:
  - Lunch:
  - Mid:
  - Dinner:

At the bottom of the form are buttons for 'Cancel', 'Save & New', and 'Save'.

# 3. ENTERING ACTIVITIES OF A PATROL

**Note:** Activities are the listings of actions during a patrol: an itinerary of mission segments.

They are **required** elements for credit for the mission. Add one for each segment of the patrol along with applicable information

1. Choose the New button to add an Activity.

The screenshot shows the mobile interface of the uscg.force.com application. At the top, the status bar shows 9:43 AM on Saturday, June 13, with 98% battery. The app header includes navigation tabs for Home, Members, Units, and More, along with a search bar and an 'Edit' button. The main content area displays a 'Patrol Order' for PO-235683, with a 'Crew Requirement Met' indicator. The form is divided into two columns of fields:

Patrol Order Record Number PO-235683	Status Approved
Facility F-00720	Owner WILLIAM MELOHN
Facility Name	Reimburse OWNER
Facility Type Aircraft	Patrol Type 01A: MARITIME OBSERVATION (MOM)
Facility Owner Type Owner is Operator	Patrol Date 6/10/2020
Operator WILLIAM CHARLES MELOHN	Patrol Time MIDDAY
Facility Type Aircraft	Location Air Station Barbours Point
Facility Call-Sign	Sub-Unit
Radio Facility Type	Patrol Area Molokai
Total U/W Hours 0.00	Doc_Id

Below the form, there are three sections: 'Crew (1)' with a table showing one member (WILLIAM MELOHN, Lead), 'Activities (0)', and 'Files (0)'. A red arrow points to the 'New' button in the 'Activities (0)' section.

## 2. Choose a Type of record:

- ~~Unit / Individual~~ — Not for use on a patrol.
- Aircraft
- Boat
- Radio

9:44 AM Sat Jun 13

AA uscg.force.com

### New Activity

Select a record type

- Unit/Individual**  
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.

Cancel Next

- **Click Next.**

3. Enter the Unit name for your home Flotilla.
4. Enter Facility name, either by choosing a previously selected number, or by typing the first few letters of the facility registration.
5. Select the Waters operating on – Navigable, etc.
6. Operations Code is left blank unless assigned by the OIA
7. Choose the appropriate Mission Code for the activity. (Normally patrols start and end with 01D, standby time)
8. Select the Date of the Patrol and starting Time of the Activity.
9. Enter the Duration of the Activity in hours and tenths.
10. Enter any SAR actions taken during this activity. If entered, all blocks must be filled out.
11. Enter any appropriate Summary of Activities
  - **Click Save.**

9:45 AM Sat Jun 13 uscg.force.com

New Activity: Boat

**Information**

Activity Record Number

Review Status  
Open

Operations Code  
--None--

Legacy Operations Code

Unit  
Search Units...

Facility  
Search Facilities...

Waters  
--None--

FSO-IS Reviewed

\* Mission Code  
--None--

Mission Start Time  
Date Time

Duration

Summary of Activities

Clarification Comments

Property Value

Case Number

**SAR Details**

Number of SAR Assists

Lives Saved

Persons Assisted

**Activity Approvers**

FSO-IS

SO-IS

**Patrol Order Information**

Patrol Order  
PO-189184

**System Information**

Owner  
DAVID ELLIOT

Record Type  
Boat

Cancel Save and New Save



Select the Activity you just entered.

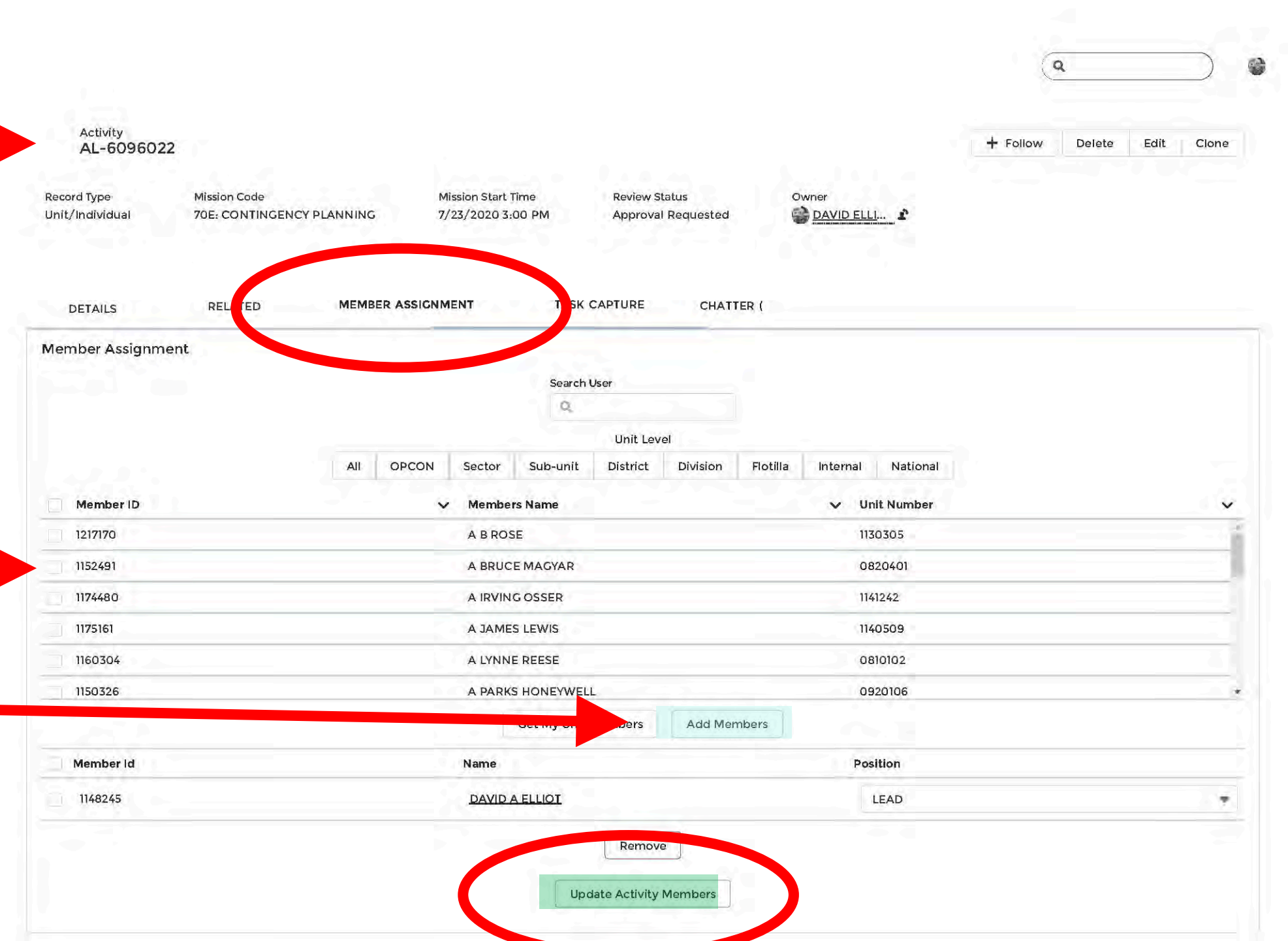
12. Choose Member Assignment from the bar halfway down the screen.

13. Choose the boxes to the left of Member ID's to select all desired crew for the activity.

14. Choose the Add Members Blue button towards the bottom of the screen.

15. Select the appropriate position for the Lead, Non-Lead or Trainee members of the crew.

16. Choose the green Update Activity Members button.



# 17. Return to Details page.

- Change Status to "Approval Requested" from the drop-down menu.
- REPEAT FOR EACH SEGMENT OF THE PATROL
- Select Patrol Order number to return to order page

Activity AL-6095579

Record Type: Aircraft | Mission Code: 55A: AIR-VESSEL INTERCEPT | Mission Start Time: 3/5/2020 11:00 AM | Review Status: Approved | Owner: David Elliot

Activity Record Number: AL-6095579

Unit: CUMBERLAND

Facility: F-00598

Facility Registration Number: N7966W

F50-IS Reviewed

Review Status: **Approved**

Operations Code: --None--

Legacy Operations Code

\* Mission Code: 55A: AIR-VESSEL INTERCEPT

Mission Start Time: 3/5/2020 11:00 AM

\* Duration: 0.50

Mission End Time: 3/5/2020 11:30 AM

Summary of Activities: AI - VAY

Clarification Comments

Number of SAR Assists

Lives Saved

Persons Assisted

Activity Approvers: F50-IS, SO-IS

Patrol Order Information: Patrol Order: PO-235081, Patrol Location: Air Station Atlantic City

System Information: Owner: David Elliot, Record Type: Aircraft

Property Value

o Number

Legacy OPCON

Created By: David Elliot, 7/29/2020 7:24 AM

Last Modified By: HARRY DYER, 7/30/2020 9:58 AM

Cancel Save

## 4. COMPLETING THE ORDER PROCESS

1. Upload any receipts for expenses (fuel, ice, etc.) to the Files section of the Patrol Order by dragging and dropping them, or by choosing the Upload Files button.
2. Choose the pencil to the right of Gallons of Fuel.
3. Enter the gallons of fuel and the Engine Hours for this Patrol, (see arrow)

**Note:** Engine hours must be less than or equal to U/W hours.

4. If the facility was trailered as part of the patrol, enter mileage
5. Enter Expenses for this Patrol. Double check they agree with the number of gallons and receipt you uploaded, OR select government provided, not BOTH
6. Check the box to the left of Operator for the Operator to sign the Patrol.
7. Check the box to the left of Claimant to have the Claimant sign the Patrol.

- **Click Save.**

Patrol Order  
PO-235905

Facility: F-008... Crew Requirement Met:

DETAILS CHATTER

Patrol Order Record Number: PO-235905 Status: Submitted

Facility: F-00823 ( ) Owner: BRIAN HAND ( )

Facility Name: Reimburse: OWNER

Facility Type: Aircraft OIA: MARITIME OBSERVATION (MOM)

Facility Owner Type: Owner Is Operator: Operator: BRIAN GERARD HAND

Facility Owner: BRIAN GERARD HAND

Facility Type: Aircraft

Facility Call-Sign: Radio Facility Type: Patrol Date: 6/30/2020

Total U/W Hours: 3.50 Total Patrol Duration (Hours): 5.00 Patrol Time: MORNING

Crew Override? Location: Air Station Savannah

Sub-Unit: Patrol Area: Georgia - North Florida coastal waters

Doc\_Id: 27202807AD173

Facility Usage: Gallons of Fuel (Facility): 43.70 Engine Hours: 3.50

Automobile Usage: Mileage: Expenses: Fuel Expenses: \$280.51 Fuel Additives Expenses: Ice Expenses: Other Reimbursable Expenses: Government Provided Rations: Government Provided Breakfast: Government Provided Dinner: Lines of Accounting: SAMA Boat Reimbursement: \$0.00 SAMA Air Reimbursement: \$222.71 SAMA - Boat Accounting Code: SAMA - Air Accounting Code: 2 7 001 107 30 0 20 73500 257P Fuel - Air Accounting Code: 2 7 001 107 30 0 27 73500 2632 Fuel - Boat Accounting Code: Subsistence Accounting Code: 2 K 001 299 11 0 AX 73500 1180 Trailing Accounting Code: SAMA Air Oil Reimbursement: \$14.00

Signatures: Signature of Operator: Operator Signed Date: 7/8/2020 12:19 PM Signature of Claimant: Claimant Signed Date: Signing Operator: BRIAN GERARD HAND Signing Claimant: BRIAN GERARD HAND

8. Pause and Review the Entire Patrol Order. ensure the correct amount for fuel expense, engine hours, and any other expense are entered.

9. Choose the pencil to the right of the Status field.

10. Choose the Status "Completed" from the drop-down box

- **Click Save.**

Order is now complete, and status will change to "Submitted" upon OIA approval and forwarding to FINCEN

Patrol Order  
PO-235905

Facility: F-008... Crew Requirement Met:

DETAILS CHATTER

Patrol Order Record Number: PO-235905 Status: Submitted

Facility: F-00823 ( ) Owner: BRIAN HAND ( )

Facility Name: Reimburse: OWNER

Facility Type: Aircraft Patrol Type: OIA: MARITIME OBSERVATION (MOM)

Facility Owner Type: Owner is Operator Patrol Date: 6/30/2020

Operator: BRIAN GERARD HAND Patrol Time: MORNING

Facility Owner: BRIAN GERARD HAND Location: Air Station Savannah

Facility Type: Aircraft Sub-Unit:

Facility Call-Sign: Patrol Area: Georgia - North Florida coastal waters

Radio Facility Type: Doc\_Id: 27202807AD173

Total U/W Hours: 3.5

Total Patrol Duration (Hours): 5.00

Crew Override?:

Facility Usage

Gallons of Fuel (Facility): 43.70 Engine Hours: 3.50

Automobile Usage

**Have you done the following:**

- entered all crew
- entered all activity logs
- assigned members for each patrol segment
- entered all expenses
- entered all patrol detail
- changed the status of all activity logs to Approval Requested