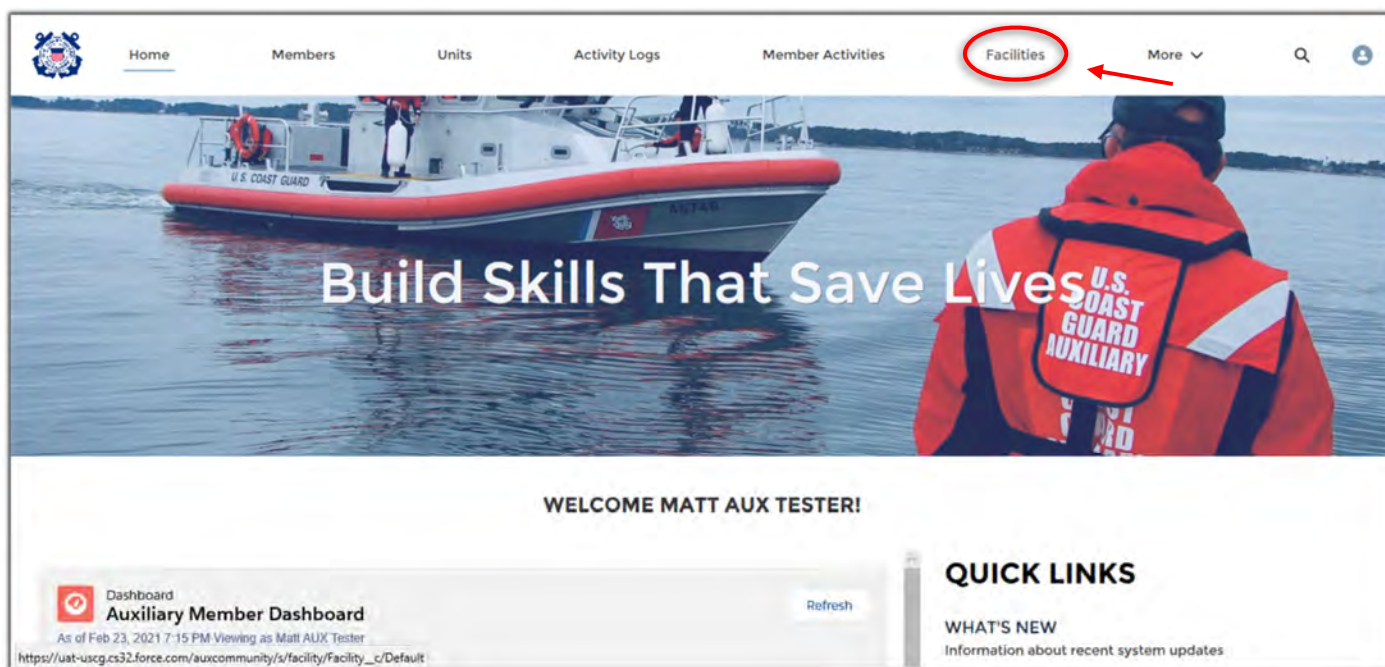


**NINTH COAST GUARD
DISTRICT
EASTERN REGION**

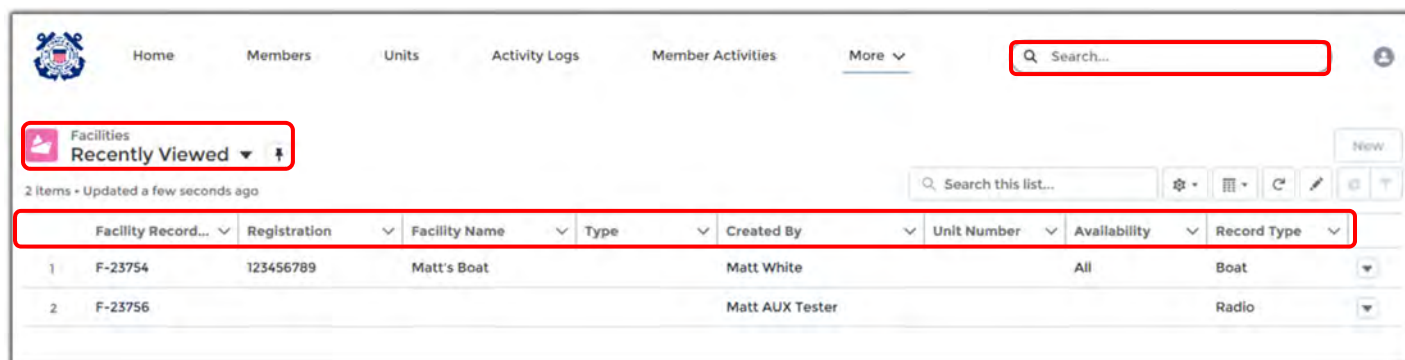


AUX DATA II TRAINING

Requesting a Facility Inspection



1. Click on the facilities tab.



1. There are several ways to find your facility. Custom List View, Global Search function or List View.
2. Search your facility by record number (F-XXXXX), registration #, facility name or in your
3. Click on the facility you wish to offer for use (Ex. Boat, Aircraft, Radio, PWC, PC or Vehicle).
4. Before offering a new facility ensure your facility doesn't already exist in Aux Data. **Do not create another facility that already exists.**

The screenshot shows the 'Matt's Boat' facility page. At the top, there are navigation tabs: Home, Members, Units, Activity Logs, Member Activities, and More. A search bar is on the right. Below the navigation, the facility name 'Matt's Boat' is displayed with '+ Follow', 'Edit', and 'Clone' buttons. A table shows the facility's status as 'Operational' and registration as '123456789'. Below this, there are two tabs: 'DETAILS' and 'CHATTER'. The 'DETAILS' tab is active, showing fields for Facility Record Number (F-23754), Registration (123456789), Facility Name (Matt's Boat), Type, Unit Number, Unit Name, and SAMA Type. On the right, there are two summary cards: 'Facility Inspections (3)' and 'Facility Ownership (2)'. The 'Facility Inspections' card has a 'New' button highlighted with a red box and a red arrow pointing to it. Below it is a table of inspections:

Facility Inspection Record...	Inspection Date	Status
FI-23439	12/30/2020	Approved
FI-23457	1/28/2021	Approved
FI-23471		New

The 'Facility Ownership' card shows a table with columns for Facility Ownership Record, Member, and Ownership Type. One record is shown: FO-29706, Matt AUX Tester, Owner.

1. Review your facility's information for accuracy. Contact your DSO-OP or OTO for corrections.
2. In the facility inspections tab click "New"

The screenshot shows the 'New Facility Inspection' dialog box. The dialog box is titled 'New Facility Inspection' and has a close button (X) in the top right corner. Below the title, there is a section labeled 'Select a record type' with three radio button options: Aircraft, Boat, and Radio. The 'Boat' option is selected. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Next'.

1. Select the facility inspection record type (Boat, Radio, Aircraft)
2. Click "Next"

NOTE: Vehicles do not require an inspection by the VE.

New Facility Inspection: Boat

Information

* Facility: F-23754

Status: New

* Requested Inspection Date: [Empty]

* DIRAUX: Search Members...

* Vessel Examiner: Search Members...

Inspection Date: [Empty]

System Information

Facility Inspection Record Number

Buttons: Cancel, Save & New, Save

1. Populate “Requested Inspection Date”, “Vessel Examiner” and “DIRAUX” fields.
2. Click “Save”

New Facility Inspection: Boat

* Facility: F-23754

Status: New

* Requested Inspection Date: 2/26/2021

* DIRAUX: Matt DIRAUX Tester

* Vessel Examiner: Ryan Ryan AUX

Inspection Date: [Empty]

System Information

Facility Inspection Record Number

Record Type: Boat

Buttons: Cancel, Save & New, Save

Example

1. Click “Submit for Approval”.
2. Your Facility Inspection Record (FI-XXXXX) will populate with the “Status” and “Approval History”.
3. Your VE will receive an email with your inspection request.
4. It’s recommended you communicate your inspection request with your VE to ensure timely inspection.

1. Once your facility has been inspected by the VE and approved by the OTO you will see the facility record reflect the updated facility re-inspection date and expiration date in addition to the operational status.
2. You are now ready to request patrol orders.

Requesting Patrols Order

Home Members Units Activity Logs Member Activities Facilities More

Build Skills That Save Lives

WELCOME MATT AUX TESTER!

Dashboard Auxiliary Member Dashboard
As of Feb 22, 2021 4:56 PM Viewing as Matt AUX Tester

Refresh

QUICK LINKS

WHAT'S NEW
Information about recent system updates

1. From the homepage, underneath more, select “Patrol Orders”. *
This is a new step from the previous “Requests” tab.

Home Members Units Activity Logs Member Activities More

Search...

Patrol Orders Recently Viewed

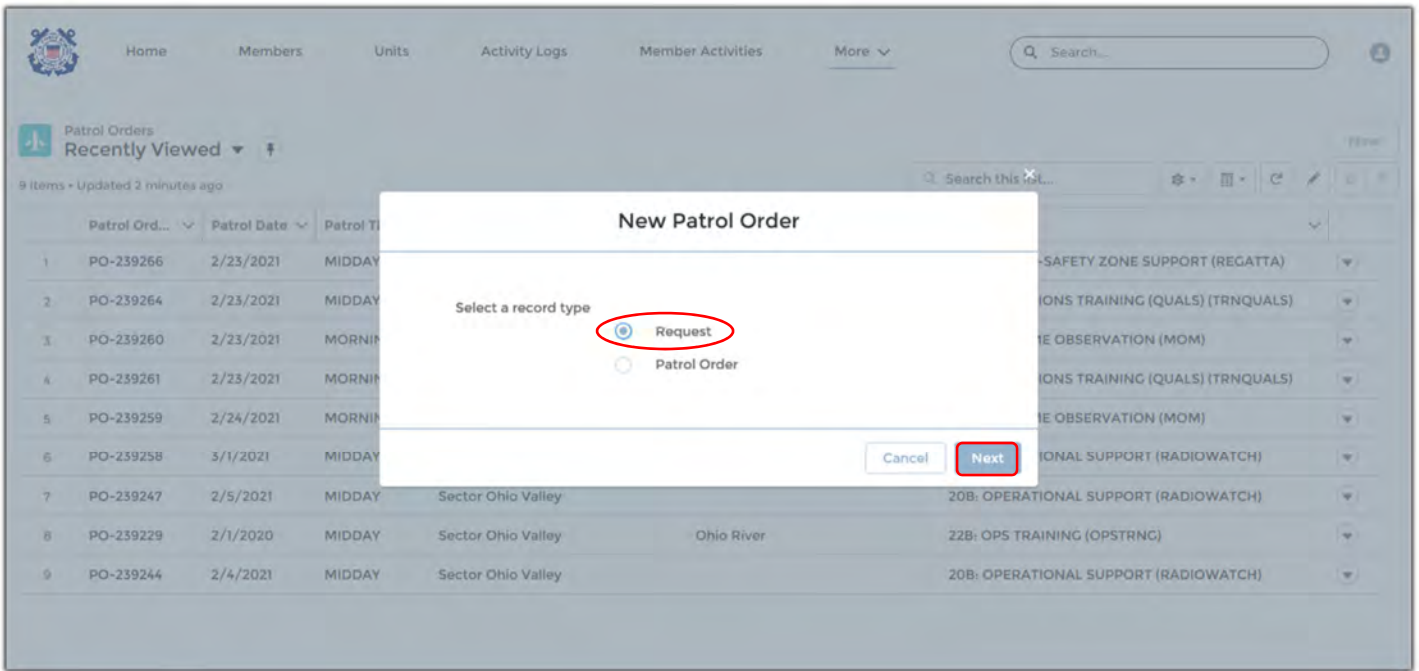
9 Items • Updated a few seconds ago

Search this list...

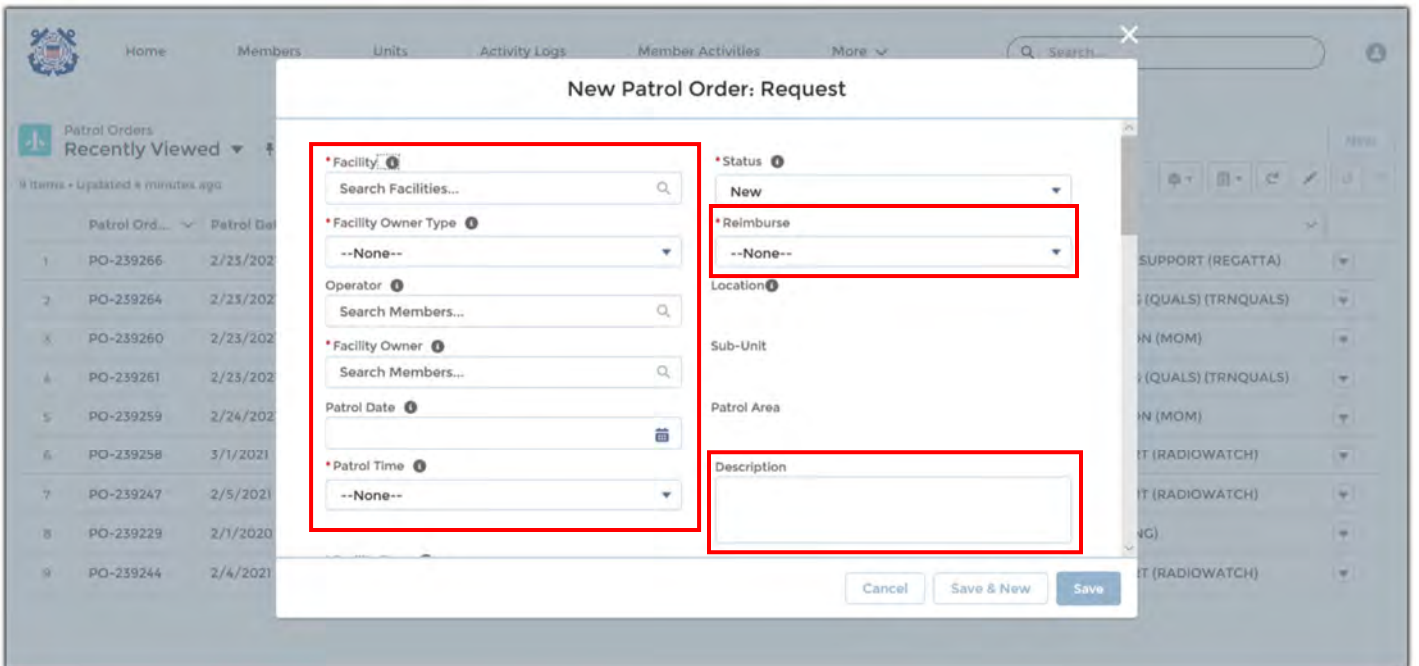
New

Patrol Ord...	Patrol Date	Patrol Time	Location	Sub-U...	Patrol Area	Patrol Type
1 PO-239266	2/23/2021	MIDDAY	Sector Ohio Valley			02: REGATTA-SAFETY ZONE SUPPORT (REGATTA)
2 PO-239264	2/23/2021	MIDDAY	Sector Ohio Valley		My AOR is bigger than BMCM's	22A: OPERATIONS TRAINING (QUALS) (TRNQUALS)
3 PO-239260	2/23/2021	MORNING	Sector Ohio Valley		BMCM Test #2 US 1115	01A: MARITIME OBSERVATION (MOM)
4 PO-239261	2/23/2021	MORNING	Sector Ohio Valley			22A: OPERATIONS TRAINING (QUALS) (TRNQUALS)
5 PO-239259	2/24/2021	MORNING	Sector Ohio Valley			01A: MARITIME OBSERVATION (MOM)
6 PO-239258	3/1/2021	MIDDAY	Sector Ohio Valley			20B: OPERATIONAL SUPPORT (RADIOWATCH)
7 PO-239247	2/5/2021	MIDDAY	Sector Ohio Valley			20B: OPERATIONAL SUPPORT (RADIOWATCH)
8 PO-239229	2/1/2020	MIDDAY	Sector Ohio Valley		Ohio River	22B: OPS TRAINING (OPSTRNG)
9 PO-239244	2/4/2021	MIDDAY	Sector Ohio Valley			20B: OPERATIONAL SUPPORT (RADIOWATCH)

1. Select “New”



1. Select “Request” not “Patrol Order”
2. Select “Next”



1. Populate the following fields :
 - : **Facility-** Select your desired facility (F-XXXXX)
 - : **Facility Owner Type-** (Owner is operator, Owner not on board, etc.)
 - : **Operator-** Qualified Operators Name
 - : **Facility Owner-** Owner’s name
 - : **Patrol Date-** Requested patrol date
 - : **Patrol Time-** Morning, Mid-day, Night
 - : **Status-** Remains “New” until a later step
 - : **Reimburse-** Owner or operator *Vendor Site ID required*
 - : **Description-** A thorough description of the patrol intentions for OIA.

***Continue to Scroll Down the Request Page**

New Patrol Order: Request

Patrol Date

*Patrol Time **--None--**
Complete this field.

*Facility Type **--None--**
Complete this field.
View all dependencies

Patrol Type **--None--**
View all dependencies

Description

System Information

Owner
Matt AUX Tester

Cancel Save & New **Save**

1. Select Facility Type- Boat, Aircraft, Radio,
2. Select Patrol Type- 01A MOM Patrol, 02 Regatta Safety Zone, 22A Training, etc.
3. Select Save

Patrol Order PO-239275

Status Request Number
New

Assign Locations

Facility **F-23754**

Facility Name
Matt's Boat

Facility Owner Type
Owner is Operator

Operator
Matt AUX Tester

Facility Owner
Matt AUX Tester

Patrol Date
2/24/2021

Status **New**

Reimburse
OWNER

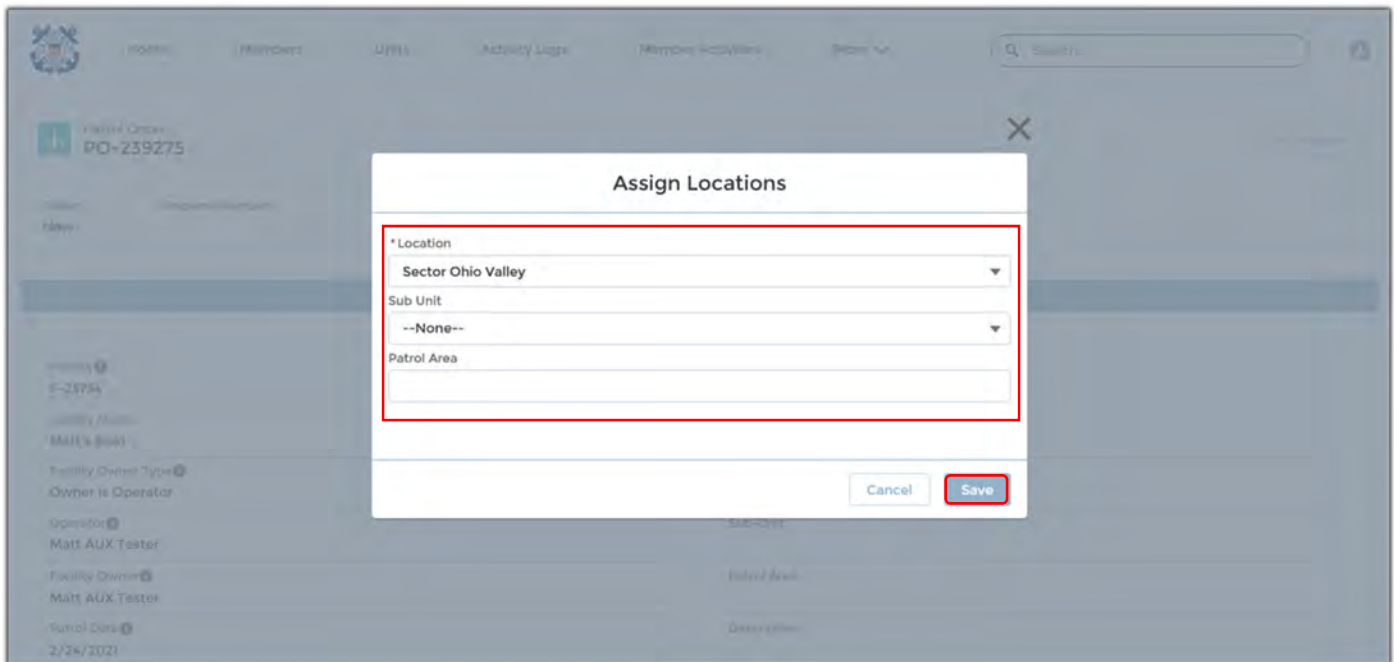
Location

Sub-Unit

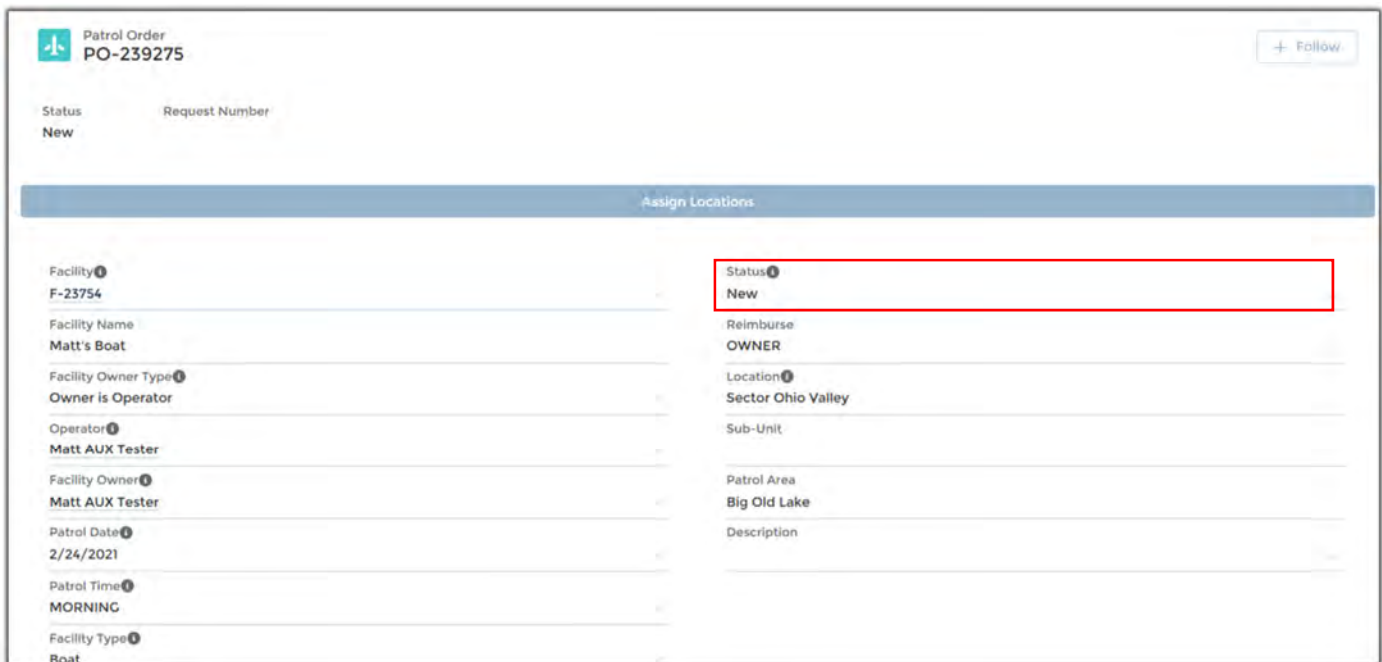
Patrol Area

Description

1. Click on the "Assign Location" Bar.



1. Click the Drop down Tabs- Select your Sector, Sub Unit and manually type in a specific patrol area.
2. Click “Save”



1. Click on the pencil icon in the status field and change status to “Requested”.
2. Click “Save”

Patrol Orders
Recently Viewed

10 Items • Updated a minute ago

Patrol Order ID	Patrol Date	Patrol Time	Location	Sub-U...	Patrol Area	Patrol Type
1 PO-239275	2/24/2021	MORNING	Sector Ohio Valley		Big Old Lake	01A: MARITIME OBSERVATION (MOM)
2 PO-239266	2/23/2021	MIDDAY	Sector Ohio Valley			02: REGATTA-SAFETY ZONE SUPPORT (REGATTA)
3 PO-239264	2/23/2021	MIDDAY	Sector Ohio Valley		My AOR is bigger than BMCM's	22A: OPERATIONS TRAINING (QUALS) (TRNQUALS)
4 PO-239260	2/23/2021	MORNING	Sector Ohio Valley		BMCM Test #2 US 1115	01A: MARITIME OBSERVATION (MOM)
5 PO-239261	2/23/2021	MORNING	Sector Ohio Valley			22A: OPERATIONS TRAINING (QUALS) (TRNQUALS)
6 PO-239259	2/24/2021	MORNING	Sector Ohio Valley			01A: MARITIME OBSERVATION (MOM)
7 PO-239258	3/1/2021	MIDDAY	Sector Ohio Valley			20B: OPERATIONAL SUPPORT (RADIOWATCH)
8 PO-239247	2/5/2021	MIDDAY	Sector Ohio Valley			20B: OPERATIONAL SUPPORT (RADIOWATCH)
9 PO-239229	2/1/2020	MIDDAY	Sector Ohio Valley		Ohio River	22B: OPS TRAINING (OPSTRNG)
10 PO-239244	2/4/2021	MIDDAY	Sector Ohio Valley			20B: OPERATIONAL SUPPORT (RADIOWATCH)

You have now created your patrol request and a notification has been sent to your OIA for approval!

1. You will receive email notification from the OIA once your patrol request has been approved.
2. When you return from safely conducting your patrol it's time to complete your patrol orders and receive credit for your hours and training and submit your patrol orders for reimbursement of expenses.

Patrol Orders
My Patrol Orders

9 Items • Sorted by Patrol Order Record Number • Filtered by My patrol orders • Updated a few seconds ago

Patrol Order Reco...	Patrol Date	Patrol Time	Facility	Location	Sub-Unit	Status
1 PO-239229	2/1/2020	MIDDAY	F-23754	Sector Ohio Valley		Approved
2 PO-239244	2/4/2021	MIDDAY	F-23754	Sector Ohio Valley		Approved
3 PO-239247	2/5/2021	MIDDAY	F-23754	Sector Ohio Valley		Approved
4 PO-239258	3/1/2021	MIDDAY	F-23754	Sector Ohio Valley		Submitted
5 PO-239259	2/24/2021	MORNING	F-23754	Sector Ohio Valley		Submitted
6 PO-239260	2/23/2021	MORNING	F-23754	Sector Ohio Valley		Approved
7 PO-239264	2/23/2021	MIDDAY	F-23754	Sector Ohio Valley		Completed
8 PO-239266	2/23/2021	MIDDAY	F-23754	Sector Ohio Valley		Completed
9 PO-239275	2/24/2021	MORNING	F-23754	Sector Ohio Valley		Submitted

1. From the homepage, click more and then patrol orders.
2. Search for your patrol orders by PO Record number, date, facility number or status.
3. Click on the patrol order number.

Patrol Order
PO-239275

Facility: F-23754

Crew Requirement Met: ✘

Review SAR Details

Patrol Order Record Number: PO-239275

Facility: F-23754

Facility Name: Matt's Boat

Facility Owner Type: Owner is Operator

Operator: Matt AUX Tester

Facility Owner: Matt AUX Tester

Facility Type: Boat

Facility Call-Sign

Radio Facility Type

Status: Approved

Cancellation Reason

Reimburse: OWNER

Patrol Type: OIA: MARITIME OBSERVATION (MOM)

Patrol Date: 2/24/2021

Patrol Time: MORNING

Location: Sector Ohio Valley

Sub-Unit

Patrol Area: Big Old Lake

Crew (1)

Crew Record Nu...	Name	Member	Position
CREW00004890...		Matt AUX Tester	Lead

Activities (0)

Files (0)

Upload Files

Or drop files

There are four parts of the patrol order that need to be completed:

1. Crew
2. Activities
3. Patrol Information/ Receipts
4. Owner/Operator Signatures

New Crew: Crew

Information

Crew Record Number

Position: --None--

Member: Search Members... Ryan

Ryan Ryan AUX Ryan

Matt AUX Tester Matt

Date Decided

Active Duty:

Is Owner?

Is Operator?

Cancel Save & New Save

1. Search crew members by name.
2. Select Position- Lead, Non-Lead, Trainee.
3. If you need an Active Duty member to fulfill crew requirements, check the box and add name in comments.
4. Check applicable boxes for meals claimed during patrol.
5. Click "Save"
6. Repeat process to add additional crew members.

Adding Activities

New Activity

- 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.

Member	Position
Matt AUX Tester	Lead
Ryan Ryan AUX	Non-Lead

1. Click “New” in the Patrol Activity Box.
2. Select your activity type. (Aircraft, Boat or Radio).
3. Click “Next”

New Activity: Boat

Activity Record Number: AL-6177940

Unit: Search Units...

Facility: Search Facilities...

Waters: --None--

FSO-IS Reviewed:

Review Status: Open

Operations Code: --None--

* Mission Code: --None--

Activity Code: [Empty]

Mission Start Time: Date [] Time []

* Duration: 4.00

Buttons: Cancel, Save & New, Save

1. Click “New” in the Activity Box.
2. Select Mission Code. Every Activity log should start and end with either Non-SAR Standby or Trailing.
3. Select Mission Date and Time of the Activity.
4. Select Duration (Hover over the Info button for a breakdown of times (ex. 30 mins = .50)
5. Fill out SAR Details if applicable.
6. Click “Save”

Patrol Orders > PO-239275
Activities

5 items • Sorted by Mission Start Time • Updated a few seconds ago

Activity Record Number	Mission Code	Mission Start Time ↑	Mission End Time	Duration	
1	AL-6177953	OIB: TRAILERING	2/24/2021 11:30 AM	2/24/2021 11:45 AM	0.25
2	AL-6177954	OID: NON SAR STANDBY	2/24/2021 11:45 AM	2/24/2021 12:00 PM	0.25
3	AL-6177940	OIA: MARITIME OBSERVATION	2/24/2021 12:00 PM	2/24/2021 4:00 PM	4.00
4	AL-6177955	OID: NON SAR STANDBY	2/24/2021 4:00 PM	2/24/2021 4:15 PM	0.25
5	AL-6177956	OIB: TRAILERING	2/24/2021 4:15 PM	2/24/2021 4:30 PM	0.25

1. Review your Activity Log to ensure its correct.
2. You can click on the Mission Start Time tab to reorder your start times or the drop down tab to edit/delete.
3. Open the newly created Activity Log record.

DETAILS RELATED **ADD MEMBER** ADD TASK MEMBER AND TASK CAPTURE CHATTER

Member Assignment

Search User

Unit Level

All OPCON Sector Sub-unit District Division Flotilla Internal National

Member ID	Members Name	Unit Number
5000947	Matt AUX Tester	5476372
5001096	Ryan Ryan AUX	5476372

Get My Unit Members Add Members

Member id Name Position

Remove

Update Activity Members

1. Click on the “Add Member” tab.

Unit Level

<input checked="" type="checkbox"/> Member ID	Members Name	Unit Number
<input checked="" type="checkbox"/> 5000947	Matt AUX Tester	5476372
<input checked="" type="checkbox"/> 5001096	Ryan Ryan AUX	5476372

<input checked="" type="checkbox"/> Member Id	Name	Position
<input checked="" type="checkbox"/> 5000947	Matt AUX Tester	LEAD
<input checked="" type="checkbox"/> 5001096	Ryan Ryan AUX	NON LEAD

1. Select the checkbox beside each member who was assigned to the crew.
2. Click the “Add Members” button.
3. Update the positions for the activity.
4. Click “Update Activity Members”.

Activity Record Number AL-6177953	Review Status
Unit TEST FLOTILLA	Approval Requested
Facility F-23754	Operations Code
Facility Registration Number 123456789	Mission Code 01B: TRAILERING
Waters Navigable	Activity Code TRAILER
FSO-IS Reviewed <input type="checkbox"/>	Mission Start Time 2/24/2021 11:30 AM
	Duration 0.25
	Mission End Time 2/24/2021 11:45 AM
	Summary of Activities
	Clarification Comments
▼ SAR Details	
Number of SAR Assists	Property Value
Lives Saved	Case Number

1. Click the “Details” tab.
2. Click the pencil icon in the “Review Status” field and change status to “Approval Requested”.
3. Click “Save”

Facility Usage

Gallons of Fuel (Facility)

Engine Hours

Automobile Usage

Mileage

Expenses

Fuel Expenses

Fuel Additives Expenses

Ice Expenses

Other Reimbursable Expenses

Reason for Other Expenses

Did Government Provide Fuel?

Did Government Provide Fuel Additives?

Did Government Provide Ice?

Government Provided Options

Date	Field	User	Original Value	New Value
2/23/2021 1:12 PM	Status	Matt OIA Test...	Requested	Approved
2/23/2021 1:12 PM	Owner	Matt OIA Test...	Sector Ohio V...	Matt AUX Tes...
2/23/2021 1:12 PM	Status	Matt AUX Tes...	New	Requested
2/23/2021 1:12 PM	Owner	Matt AUX Tes...	Matt AUX Tes...	Sector Ohio V...
2/23/2021 1:12 PM	Created.	Matt AUX Tes...		

View All

Post

Sort by: Most Recent Activity

1. Click your back arrow to navigate back to the Patrol Orders page.
2. Update Engine Hours, Automobile Mileage, and Fuel, Ice and Other Reimbursable Expenses.
3. Continue to scroll down.

Signatures

Signature of Operator

* Signing Operator

Operator Signed Date

Signature of Claimant

* Signing Claimant

Claimant Signed Date

Signature of OIA

Signing OIA Name

OIA Signed Date

OIA Approver

Created By: Matt AUX Tester, 2/23/2021 1:12 PM

Last Modified By: Matt AUX Tester, 2/24/2021 2:35 PM

1. Once you have reviewed the all parts of the order you are ready to sign the order.
2. Signatures are required by both the Operator and the Claimant.
3. Click "Save"

Patrol Order
PO-239275

Facility: F-23754 Crew Requirement Met: Review SAR Details

Patrol Order Record Number: PO-239275
 Facility: F-23754
 Facility Name: Matt's Boat
 Facility Owner Type: Owner is Operator
 Operator: Matt AUX Tester
 * Facility Owner: Matt AUX Tester
 Facility Type:

Status: **Approved**
 --None--
 Cancelled
 Approved
 Completed
 Submitted

Patrol Date: 2/24/2021
 Patrol Time: MORNING
 Location:

Crew (2)

Crew Record Nu...	Name	Member	Position
CREW00004890...		Matt AUX Tester	Lead
CREW00004890...		Ryan Ryan AUX	Non-Lead

Activities (5)

Activity Record ...	Mission Code	Mission Start Time	Mission End Time
AL-6177953	01B: TRAILERING	2/24/2021 11:30 AM	2/24/2021 11:45 AM
AL-6177954	01D: NON SAR ST...	2/24/2021 11:45 AM	2/24/2021 12:00 PM
AL-6177940	01A: MARITIME O...	2/24/2021 12:00 PM	2/24/2021 4:00 PM
AL-6177955	01D: NON SAR ST...	2/24/2021 4:00 PM	2/24/2021 4:15 PM
AL-6177956	01B: TRAILERING	2/24/2021 4:15 PM	2/24/2021 4:30 PM

- Once both signatures are complete click the pencil icon in the "Status field and change to "Completed".
- Click Save.

Patrol Order
PO-239275

Facility: F-23754 Crew Requirement Met: Review SAR Details

Patrol Order Record Number: PO-239275
 Facility: F-23754
 Facility Name: Matt's Boat
 Facility Owner Type: Owner is Operator
 Operator: Matt AUX Tester
 Facility Owner: Matt AUX Tester
 Facility Type: Boat
 Facility Registration: 123456789
 Facility Call-Sign:

Status: **Submitted**
 Cancellation Reason:
 Reimburse: OWNER
 Patrol Type: O1A: MARITIME OBSERVATION (MOM)
 Patrol Date: 2/24/2021
 Patrol Time: MORNING
 Location: Sector Ohio Valley
 Sub-Unit:
 Patrol Area: Big Old Lake

Crew (2)

Crew Record Nu...	Name	Member	Position
CREW00004890...		Matt AUX Tester	Lead
CREW00004890...		Ryan Ryan AUX	Non-Lead

Activities (5)

Activity Record ...	Mission Code	Mission Start Time	Mission End Time
AL-6177940	01A: MARITIME O...	2/24/2021 12:00 PM	2/24/2021 4:00 PM
AL-6177953	01B: TRAILERING	2/24/2021 11:30 AM	2/24/2021 11:45 AM
AL-6177954	01D: NON SAR ST...	2/24/2021 11:45 AM	2/24/2021 12:00 PM
AL-6177955	01D: NON SAR ST...	2/24/2021 4:00 PM	2/24/2021 4:15 PM
AL-6177956	01B: TRAILERING	2/24/2021 4:15 PM	2/24/2021 4:30 PM

You have successfully saved the patrol order!

Upon successful review by the OIA the status will be changed to submitted and sent to FINCEN for payment.

Questions?