



16790
11 May 2006

MEMORANDUM

From: CWO Robert P. Riebel

Reply to
Attn of: CWO Robert P. Riebel
(203)468-4568

To: Division Captains (DCP) and Division Operations Officers (SO-OP), Sector Long Island Sound AOR

Subj: AUXILIARY PATROL ORDER PROCEDURES

Ref: (a) ALCOAST 177/04
COMDTNOTE 16798
SUBJ: INNOVATION: E-COAST GUARD: AUXILIARY PATROL ORDER
MANAGEMENT SYSTEM (POMS) IMPLEMENTATION
(b) COMDINST M16798.3E, Auxiliary Operations Policy Manual
(c) First Coast Guard District Southern Region Procedures Guide.
(d) COMDTINST 16790.1F, Auxiliary Manual

1. GENERAL

All processing of Auxiliary Patrol Orders will be done using the Patrol Order Management System (POMS). POMS is an on-line, automated system developed and implemented by Statronics Inc. in conjunction with the United States Coast Guard Finance Center (FINCEN). POMS provides:

- a. CG-5132's with Section 1 preprinted
- b. Significant reduction in error rates at all points in the CG-5132 processing cycle.
- c. Accurate personnel and facility information. These data are transferred from AUXDATA to POMS on as daily basis.
- d. High availability, POMS is available 24 hours per day, 7 days per week (some functions may be unavailable during system updates from AUXDATA and transfer of claim data to the FINCEN).
- e. Instant patrol order numbers.
- f. Real time patrol updates.
- g. Real time management reports.
- h. Workload distribution.
- i. Computes the Standard Auxiliary Maintenance Allowance (SAMA) for each patrol.
- j. Expedited payment of claims. Direct electronic submission of claims from POMS to the FINCEN expedites the reimbursement process.

POMS shall be used for all types of patrol orders including those for surface, air and mobile radio facilities. The system is based on the Coast Guard Auxiliary Patrol Order Form (CG-5132). This form is used to authorize Auxiliary missions, to report mission specifics and costs associated with these missions back to the Order Issuing Authority (Sector Long Island Sound) and to submit claims for reimbursement.

Note that POMS is tightly linked to AUXDATA. All data concerning members (qualifications, etc.) and facilities which appear on a CG-5132 are updated daily from AUXDATA to POMS. It is imperative that all personnel performing Auxiliary missions verify their information in AUXDATA and keep these data current and correct.

2. **ORDER ISSUING AUTHORITY AND PROCEDURES**

- a. Sector Long Island Sound (SLIS) is the Order Issuing Authority (OIA) for all United States Coast Guard Auxiliary Divisions operating within its AOR. As the OIA, SLIS is responsible for issuing, monitoring, reviewing and approving all Auxiliary Patrol activity.
- b. Auxiliary Division Captains (DCP) and Division Operations Officers (SO-OP) will ensure that personnel who receive patrol orders on behalf of SLIS are fully qualified and authorized to accept the orders. They will make sure that crew size requirements for a given facility and mission are met and that all personnel hold the proper qualifications to accept the orders. If, upon examination, it is determined that the patrol was carried out without a properly qualified facility and/or crew the orders will be considered invalid and the claim for reimbursement will not be processed. In the event of damage to a facility or third party vessel or an accident resulting in injury and/or death the consequences of failing to comply with the requirement for a fully qualified facility and crew can be serious.
- c. Each surface facility issued orders will be required to carry a PEPIRB when underway. These PEPIRBs will be issued by DIRAUX; D1 (oax-SR) to each qualified Coxswain and it is the Coxswain's responsibility to ensure that it is carried on board when under orders. In the case of aircraft facilities each SAR bag has been equipped with a PEPIRB/ The SAR bag must be carried aboard the aircraft for all missions. PEPIRBs will be registered with NOAA and entered into POMS before being used.

3. **Patrol Orders**

There are two (2) types of patrol orders members will normally receive. Their use is as follows:

- a. **Reimbursable Orders.** Provide the member with reimbursement for patrol expenses such as fuel, oil, oil additives, ice, trailering, launch fees and subsistence incurred while

under Coast Guard Orders. District 01 is allocated a certain amount of money each year to cover patrol expenses incurred by Auxiliary facilities and crews. Expenditures must be effectively and accurately monitored to ensure that the allocations of patrol funds are kept under control. Reimbursable orders may be requested for scheduled Safety Patrols, SAR Call-Out, Training (Crew training, U/W navigation problems with QE aboard, etc.), Regatta Patrols, Private Aids to Navigation Inspections, MDA Patrols, Mobile Communications Patrols and other operational support missions.

- b. **Non-reimbursable Orders.** Non-reimbursable orders do not entitle the Auxiliarist to any type of reimbursement. These orders are issued to provide liability coverage for the Auxiliarist while performing duties for the Coast Guard. For patrol orders, the appropriate box will be checked indicating non-reimbursable orders.

4. Patrol Order Issuing Procedures

Order numbers for both reimbursable and non-reimbursable orders must be obtained from either SLIS or the Division Staff Officer-Operations (SO-OP) for scheduled patrols. The following procedures are used:

- a. **Routine Patrol.** The originator of a patrol will contact the controlling Division's SO-OP with all the information needed to complete Part 1 of the CG-5132. This includes the names and member numbers of the facility owner and Coxswain, facility information, date, operations area and purpose of the patrol. The SO-OP enters these data into POMS using the "Request Patrols" function.
- b. **Non-routine Patrol.** This type of patrol is initiated and authorized solely by the Coast Guard. In general these patrols are initiated under circumstances that do not permit advance planning, e.g., SAR callout. In times of emergency or critical operational need, an Auxiliarist may receive verbal orders to proceed on a mission. These orders can be reimbursable or non-reimbursable. The orders must be noted in the Coast Guard unit logs of the unit issuing the order and must be followed up with written orders as soon as conditions permit (for reimbursement if authorized, or with non-reimbursable orders if injury, damage, or mishap occurs). In this case the controlling Coast Guard Station will contact the appropriate SLIS Operations Center informing them that an Auxiliary asset has been dispatched under verbal orders. By the next working day the Auxiliary Coxswain will inform the Division SO-OP who will generate the necessary CG-5132.
- c. The Division SO-OP will review patrol requests in POMS as required and issue orders. This process activates the order and assigns an order number. The Division SO-OP will then distribute the patrol order to the lead person on the patrol. In the event that the time interval between order issuance and patrol date is too short for the Coxswain to receive the CG-5132 through normal channels the Coxswain will contact the Division SO-OP who will access POMS and provide the Coxswain with the order number.

5. ORDER COMPLETION INSTRUCTIONS

- a. Upon completion of the patrol, the Coxswain will fill in the necessary information on the paper copy of the CG-5132 (mission time and location, trailering expenses if applicable, crew members, ALL reimbursable expenses, fuel used/cost, total hours etc.). The form will be signed and dated by the Operator (Coxswain) and the person requesting reimbursement (usually the facility owner). Receipts will be attached for ALL expenses exceeding \$75.00. The Coxswain submitting claims will forward the completed CG-5132 to the Division SO-OP. The SO-OP will review the CG-5132 for completeness and correctness and update the patrol information in POMS using the "Update 5132" function. The SO-OP will then forward the completed CG-5132 and all applicable receipts (and attachments if necessary) to the Order Issuing Authority at SLIS within twenty (20) days of completing the patrol. The Division SO-OP should retain a copy of the completed CG-5132 (and attachments if necessary) for Division records in the event they are lost in transit to the Order Issuing Authority at SLIS. Each Coxswain is encouraged to keep a copy of all paperwork for his or her own personal records. Orders will be mailed to:

**Commander
USCG Sector Long Island Sound
120 Woodward Ave.
New Haven, CT 06512-3698
Attn: Auxiliary Liaison Officer**

The Order Issuing Authority will review the document(s) and approve the orders in POMS using the "Approve CG-5132s" function. Approved claims will be electronically forwarded to the Finance Center for payment. Orders received with errors will be returned to the Division SO-OP with explanatory documentation and instructions for resubmission.

- b. Orders received at SLIS will be processed in POMS several times per week. Electronic payment to the account of the person requesting payment via direct deposit is normally within five (5) to seven (7) days of the processing date. Note that the FINCEN no longer issues checks to claimants. For reimbursement Auxiliarists **must** register for direct deposit. If you have questions about a particular set of orders, contact your Division SO-OP who can verify the processing dates in POMS. Files of the actual, physical completed order with all supporting documentation will be maintained at SLIS by the AXULO.
- c. Incorrectly completed forms, i.e., those that are missing essential information, (such as reimbursable expenses, receipts or signatures), result in unnecessary delays and require additional time and labor to process. If a Coxswain is repeatedly unable to complete the issued patrol orders in a proper and timely manner, they will lose their eligibility to receive future patrol orders from this command. The Division SO-OP will ensure claim

completion training is conducted for all operations personnel who have responsibility for filing the CG-5132.

- d. Include requests for the reimbursement of gas and oil costs with each Auxiliary Patrol Order. Do not allow them to accumulate for several patrols. Receipts **MUST** be provided for all expenditures (TOTAL) over \$75.00. If it is impossible to refuel between patrols then submit the completed patrol orders covered by the fuel expenditure as a group with an explanatory note attached. Actual or estimated fuel usage and cost **MUST** be placed on the returned Patrol Order form. The "Fuel Usage Certification Form" (see attachment 1) is to be used **ONLY** if you do not have a hard copy receipt.
- e. Reimbursement for meals is accrued for each crewmember up to a maximum of nine (9) including the operator and paid at the current per diem rates. These rates are subject to change during the patrol season. Meals are automatically entered by POMS based on the patrol start and end times. If you receive meals at a Coast Guard facility check the "In Kind" box on the CG-5132; otherwise leave the "In Kind" box blank.
- f. Members of the Coast Guard Auxiliary under orders, performing specific duties at a unit accessible to an enlisted dining facility may be provided rations at Coast Guard expense (COMDINST M4061.3, par. 2-C-4). Station COs/OICs will inform their Auxiliarists about established procedures for eating at their respective units. A properly completed and signed Auxiliary Patrol Order form acts as the necessary documentation for the Coast Guard to account for the subsistence ration and is to be submitted to the unit where the meal was consumed. If you plan on eating at a Coast Guard facility, know what meals you and your crew will be eating at the facility and how many people will be eating. Make sure to inform the CO/OIC of the facility, so the FS staff can make proper preparations to accommodate you and your crew. When the patrol orders are submitted for reimbursement, be sure to check the "In Kind" box on the CG-5132 for meals received at the Coast Guard facility.
- g. The Order Issuing Authority must receive all orders within twenty (20) CALENDAR DAYS of use. This requirement is necessary for budgeting control and to ensure optimal use of allocated funding. Orders that are not received within twenty (20) CALENDAR DAYS of use may result in the suspension of any further orders to that member until the matter is resolved. A tracking letter will be sent to the member's DCP and SO-OP.

6. CLAIM FOR REIMBURSEMENT PROCEDURES (CG-5132).**a. Section I – Authorization.**

This section of the CG-5132 will be preprinted by POMS. No entries are necessary in this section.

b. Section II – Claim for Reimbursement.

- i.** This portion of the form will be partially preprinted by POMS. The information preprinted varies depending on the type of facility used for the patrol, e.g. trailered boat, non-trailered boat, mobile radio facility, etc. The Itinerary portion of the order is a required field. Fill in all boxes which have not been preprinted.
- ii.** If your patrol involves automobile expenses, e.g., uses a trailered boat or a mobile radio facility, fill in the Automobile Data box in this section. Include both fuel cost and mileage. The FINCEN will compute the automobile reimbursement both ways and reimburse the higher amount.
- iii.** In part 2. of this section list all persons on board (POB) with their member numbers **except** for the operator. If there are more than eight POB add the extras on the back of the form. Note any Coast Guard personnel as they must be added to POMS manually by the Location Administrator.
- iv.** In part 3. reimbursable expenses are entered. **If any item in this section was "Received in kind", i.e. received from a Coast Guard Facility without direct payment from you mark "Yes". If not leave the "Received in kind" field blank.** POMS will insert the meals which are eligible for reimbursement. Meals are reimbursed at current BAS rates. Note that the FINCEN will reimburse up to nine (9) people per meal for any patrol. If you have over nine (9) POB you will be reimbursed for nine people/meal. If you purchase fuel, oil and fuel additives or ice leave the "Received in kind" field blank. Enter the amount of these expenditures in the fields provided. Provide receipts for expenditures greater than \$75.00. Enter "Gallons of Fuel" and "Engine hours" used on the patrol. **These fields are required.** If you don't refuel after a patrol enter estimated fuel usage and cost. Enter expenditures for other reimbursable expenses and provide receipts for amounts greater than \$75.00.
- v.** Claim Certification.
 - (1) Signature of Operator. POMS will preprint this box with the Coxswain's member number and name. The Coxswain's signature is required.
 - (2) Signature of Claimant. When a patrol order is requested the requestor indicates whether the Facility Owner or Coxswain will be reimbursed. The default is Facility Owner. This person's member number is preprinted by POMS in Signature of Claimant box in this section. The claimant's signature is required.
 - (3) Reimburse. POMS will preprint this box with the claimant's name and mailing address.
 - (4) Member #. POMS will preprint the claimant's member number in this box.

c. Section III – Endorsement by Order Issuing Authority.

Do not make any entries in this section of the CG-5132.

NOTE: The Auxiliarist should retain a copy of every order submitted for reimbursement. If, for some reason, the original order form is lost, a copy must be submitted to retrace its progress. Once received the Sector Auxiliary Liaison Officer will approve the orders for payment in POMS.

FUEL USAGE CERTIFICATION FORM

DATE: _____

From: _____ AUX MBR ID. _____

To: Commander, First Coast Guard District (OAX-D1SR)

Via: Commander, CG GROUP/MSO Long Island Sound (ops)

Subj: **FUEL USAGE CERTIFICATION**

"I Hereby certify that the following fuel and oil expenses were incurred by reason of usage of my facility _____, registration number _____, while operating under official Coast Guard Patrol authorization number _____, during the period from _____ to _____, on ____/____/____."

FUEL USAGE

DIESEL/GASOLINE - _____ Gals @ \$ _____ PER Gal = \$ _____

ENGINE OIL - _____ Pt/Qt @ \$ _____ PER Pt/Qt = \$ _____

TOTAL FUEL EXPENDITURES = \$ _____

" I hereby certify that the above fuel expenditures are accurate and were occasioned by the use of the facility listed above by myself in carrying out the duties specified by the current Group Long Island Sound Standing Operating Procedures. No previous payment has been either claimed nor received for the above indicated expenditures."

SIGNATURE: _____

DATE: _____