

Auxiliary Operations Directive

- Reference: 1. Auxiliary Operations SLISINST 16798.1, Sector Long Island Sound
2. SECNYINST 16798.1D Sector New York

It has been brought to the attention of DIRAUX, Coast Guard District 01(SR) that late return or non return of Auxiliary Patrol orders to the Order Issuing Authority (OIA) by Coxswains and/or operational facility owners is causing problems with the management of this important mission. This directive reviews the main points of the existing policy for processing patrol orders. It is highly recommended that Auxiliary operations personnel, particularly Coxswains and facility owners, read the operations order for their particular Sector. (References above).

1. **Coxswain responsibility.**

The patrol Coxswain has responsibility for the proper post-patrol completion of the Auxiliary Patrol order, CG-5132. This includes filling in mission time and location, trailering expenses if applicable, crew member names and member numbers, ALL reimbursable expenses, fuel used/cost, total engine hours, etc. Additionally receipts must be obtained for expenditures greater than \$75.00 and both the facility owner and Coxswain must sign the form. The completed forms with receipts, if applicable, must then be forwarded to the issuing Division Staff Officer for Operations (SO-OP).

2. **Documents Flow.**

The CG-5132 document flow is from the Coxswains to their Division SO-OP. The SO-OP will review the document and all supporting documentation, e.g., receipts, and if complete will update the order in the Patrol Order Management System (POMS). SO-OP then forwards the order and all supporting documentation to the appropriate OIA. Refer to the Sector operations orders, Reference 1 or 2 above, for the proper mailing address for each area – SNY, SLIS-North or SLIS-South. If there is a problem with the order, e.g., missing signature or missing receipt, the SO-OP will resolve it with the Coxswain prior to forwarding it to the OIA.

3. **Documents Returned.**

All issued CG-5132s must be returned to the SO-OP regardless of whether or not the scheduled patrol actually occurred. If a patrol is completed then the correctly filled out CG-5132 with supporting documentation if necessary must be returned. If a patrol was cancelled then the CG-5132 must be returned to the SO-OP marked "Canceled" and annotated with the reason for the cancellation.

4. **Deadlines.**

The completed patrol order must be received by the OIA (not the SO-OP) no more than thirty (30) calendar days after the date of the patrol. To allow time for the SO-OP to review and update the order in POMS and forward it to the OIA the order must be in the hands of the SO-OP by no more than twenty (20) days after the patrol date. Note that POMS automatically cancels patrol orders thirty (30) days after the patrol date if order processing has not been completed.

5. **Tracking.**

Orders that are automatically cancelled by POMS will be considered late and in violation of District policy. The SO-OP and OIA will record and track members who are consistently late with their paperwork.

6. **Sanctions.**

Coxswains who return orders late will not be issued further orders until the matter is resolved. The matter will be considered resolved when the correctly filled out patrol order(s) have flowed through the system (coxswain to SO-OP to OIA) and POMS processing is complete.