

U.S. Department of
Homeland Security

United States
Coast Guard



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Sector Long Island Sound

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SLISINST 16798.1

DEC 04 2009

SECTOR LONG ISLAND SOUND INSTRUCTION 16798.1

Subj: SECTOR LONG ISLAND SOUND SUPPLEMENT TO THE AUXILIARY OPERATIONS
POLICY MANUAL, COMDTINST M16798.3E

Ref: (a) USCG Auxiliary Operations Policy Manual, COMDTINST M16798.3E
(b) USCG Auxiliary Manual, COMDTINST M16790.1 (series)
(c) USCG SLIS Uninspected Passenger Vessel Policy, SLISINST 16794
(d) USCG Auxiliary Claims Handbook, MLCLANTINST 5890.3A of 27MAR98
(e) D1 PATON SOP
(f) Aids to Navigation Manual, Administration COMDTINST M16500.7 (series)
(g) USCG Boat Crew Seamanship Manual COMDTINST M16114.5C
(h) Rescue and Survival Systems Manual COMDTINST M10470.10F
(i) Message dated 141511Z JUN 07 SUBJ: PERSONAL PROTECTIVE EQUIPMENT
SAFETY ADVISORY (PPE-003-07); PFD REQUIRED WITH INDUSTRIAL DRY
SUIT

1. **PURPOSE.** This instruction is intended to supplement, but not supplant, AUXOPM 3E (ref a) with information that is specific to operations policies within Sector Long Island Sound.
2. **ACTION.** The Sector Long Island Sound Commander shall ensure the widest dissemination of this instruction amongst all aspects of the Sector Long Island Sound operational community.
3. **DISCUSSION.** This instruction promulgates policy for Coast Guard Auxiliary operations and administration within the Sector Long Island Sound Captain of the Port Zone.
4. **OPERATIONAL CHAIN OF COMMAND.** The operational chain of command for operational missions, including SAR, MEP, Boating Safety, etc, for individual Auxiliary Flotillas rests with the controlling Station. The Sector Response and Prevention Department Heads, under the direction of the Sector Commander, are responsible for conducting and overseeing Sector-wide Auxiliary operations throughout Sector Long Island Sound. Station Commanding Officers (CO) and Officers in Charge (OIC) shall appoint, in writing, an Auxiliary Liaison Petty Officer to administratively coordinate the Auxiliary communications and underway operations program within their area of responsibility. Questions pertaining to Auxiliary operational procedures and administrative policies not specifically covered in this instruction or in current directives shall be referred to the local Auxiliary Liaison Petty Officer. The Auxiliary Liaison Petty Officer is an administrative duty; Auxiliarists should look to the Station OOD for operational support while on patrol.
5. **AUXILIARY OPERATIONS.** The Coast Guard Auxiliary is the volunteer component of the Coast Guard. The functions of the Coast Guard Auxiliary include public education, safety compliance, search and rescue, maritime domain awareness and Coast Guard operational support. Auxiliary

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operational facilities are excellent resources, which can, within the capabilities of those facilities, enhance the Coast Guard's ability to respond to maritime emergencies and requests for assistance. The mission of the Coast Guard Auxiliary within the context of this plan is to assist Commander, Sector Long Island Sound in the execution of the Sector's normal operational duties. Specific guidance for most mission areas can be found in refs (a) and (b) and are supplemented by this instruction as follows:

a. **MULTI-MISSION PATROLS:**

- (1) The Safety/Multi-Mission patrol is the vehicle that will afford the Auxiliary a more meaningful and consistent partnership within Team Coast Guard. The exact guidelines for Multi-Mission Patrols are contained in ref (a). The reference addresses the elements that comprise Multi-Missions Patrols (ATON checks, harbor safety, pollution reporting, chart updates, etc). Hazardous Waste Operations and Emergency Response training (HAZWOPER) will be held at several locations to allow Auxiliarists the opportunity to qualify for Harbor Safety Checks and Pollution Lookout duties. Auxiliary personnel will be trained at the "Awareness Level" of HAZWOPER as defined by OSHA. USCG Sector Long Island Sound has established a standard that at least one member of an Auxiliary facility must have completed this training in order to respond to a pollution incident. If there are no "Awareness Level trained" Auxiliary members aboard a patrol facility when it comes upon a Hazardous Waste spill (incident), the facility must immediately depart the area (attempting to stay up-wind of the incident while complying with safe navigational rules) and report the situation to its Controlling Station. If possible and without endangering the facility and/or its crew the facility should establish a patrol line (outside of the hazardous area) to notify any/all vessel traffic in the area to not enter into the spill area. The facility and its crew shall at all times remain vigilant as to wind, current, tidal shifts and take appropriate protective action to ensure the continued safety of both the crew and facility.
- (2) Reimbursable orders are coordinated and issued by the Division Operations Officer. While facilities are executing reimbursable orders, the controlling Coast Guard station may direct facilities to patrol areas where the station has determined the need exists.
- (3) Controlling Coast Guard stations are responsible for coordinating patrols with their respective Divisions/Flotillas. This coordination includes knowing the operators and facilities involved, and efficiently overseeing the patrols with special emphasis on timely and effective communications between the station and the operating facility and/or the Auxiliary communication facility.

b. **PATROL AREA DESIGNATIONS:** The Coast Guard controlling Station is responsible for assigning patrol areas to Auxiliary patrols.

- (1) **Patrol Routine:** Patrols are normally conducted during daylight hours, not to exceed eight hours per patrol. Controlling stations can authorize deviations from these patrol start and end times but not patrol duration. Extension of patrol duration past crew fatigue requirements may only be approved by the SMC at Sector Long Island Sound and are normally granted only for urgent SAR. Operational tasking will be given out by the controlling station.
- (2) **Crew Composition:** Auxiliary vessels, under orders, shall be operated with no less than one qualified Auxiliary Coxswain and one qualified Crewmember aboard. The exception to this requirement is personal watercraft which require only one qualified coxswain. Auxiliary

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facilities greater than 26 feet in length must carry at least one qualified Auxiliary Coxswain and two qualified Crewmembers. Auxiliary facilities greater than 40 feet in length must carry at least one qualified Auxiliary Coxswain and three qualified Crewmembers. Auxiliary facilities greater than 65 feet in length must carry at least one qualified Auxiliary Coxswain and four qualified Crewmembers. Auxiliarists requesting or accepting any type of Patrol Authorization must comply with current qualification/certification requirements. No passengers, other than qualified or in-training Auxiliarists and active duty Coast Guard Members, are permitted on an Auxiliary vessel under orders without permission from the Sector Commander. If approved by the Sector Commander, the controlling station will log the personal information of these passengers before the Auxiliary vessel gets underway.

- (3) Reporting: Auxiliary vessels under orders work directly for the Coast Guard Station exercising control over that area. Patrol vessels will maintain a communication schedule with the controlling station in accordance with the station's small boat policy.

c. PATROL PROCEDURES:

- (1) Prior to getting underway for a patrol all coxswains will conduct a risk assessment brief with their crew using the GAR model. These briefs will be conducted in accordance with Chapter 4 of ref (g) and coxswains will report their final GAR score to the supervising station upon getting underway.
- (2) All anchored or moored patrol vessels under orders must be able to sortie within 30 minutes of notification and will maintain a continuous radio guard on a radio frequency designated by their controlling radio station. Channel 16 VHF-FM should also be monitored if possible. Designated mooring areas may be authorized or required by the controlling Coast Guard Station. The controlling Coast Guard Station may vary patrol times as needed or as boating activity dictates.
- (3) All Auxiliary Patrol Vessels while underway shall know their position at all times. A recommended procedure is to record all fixes in a log or bearing book while on patrol. Another recommended procedure is to prepare a chart with the magnetic courses, and track lines from the vessel's homeport to major aids to navigation, other ports etc. for easy reference. Remember the rule of prudent seamanship: While underway, it is imperative to know your position at all times.
- (4) Auxiliarists on patrol are responsible for strict adherence to the requirements of references (b) and (d) regarding proper conduct, uniform and insignia displays. All Auxiliarists, while on patrol must wear the appropriate, Coast Guard approved Type I, II or III personal flotation device or CG approved self-actuated inflatable PFD. In addition, each person on a boat being towed by an auxiliary facility must wear an approved Type I, II or III (or a substitutable Type V) PFD. Cold weather operations PPE is discussed in Chapter 5.k of this instruction.
- (5) Some patrols may be designated as two-day patrols and orders will be so noted. Vessels executing these patrols may standby at a local Coast Guard Station, if the station is within the patrol area. Two-day patrols normally secure at 2000 daily or at the discretion of the controlling station CO/OIC. The facility must notify the controlling station before securing for the night.
- (6) If a Division is unable to provide a patrol vessel for an area, the controlling station may contact the Sector to request a vessel from another division to cover that patrol area. No

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patrol or patrol area belongs exclusively to one Division.

- (7) When selecting an Auxiliary facility to respond to a distress, a controlling station will dispatch the most appropriate vessel for a particular case, even one from an adjacent patrol area.

d. MARITIME DOMAIN AWARENESS:

- (1) All members participating in the MDA patrol program shall familiarize themselves and be guided by the contents of reference (a). Auxiliary MDA Patrol Members are responsible for performing patrols of marinas, boat ramps, canoe/kayak clubs, and scuba training facilities within the SLIS AOR. Patrols will be comprised of at least 2 members when possible and, absent a surge requirement or other exigent circumstances, conducted during daylight hours. Patrol Members with official reimbursable USCG orders will utilize Operational Radio Facilities or vessels for this mission, whenever possible. Personally owned vehicles (POVs) that are not operational radio facilities will receive non-reimbursable orders. Patrol Members are expected to:
 - (a) Complete patrols as approved by the Division Operations Officer, or notify the Division Operations Officer if unable to complete the patrol.
 - (b) Conduct patrols in the appropriate uniform. The Operational Dress Uniform (ODU) is the preferred uniform but the use of Tropical Blue Long is also acceptable. The use of the Working Blue and Undress Blue uniforms is authorized until their service life ends in 2012 so long as the uniform items are in serviceable conditions. Auxiliary coxswains may decide appropriate footwear for each patrol depending on environmental and other concerns.
 - (c) Complete a mission report to record the visited facility numbers.
 - (d) Forward completed MDA Patrol Forms to the Sector Auxiliary Liaison Officer or his Auxiliary designee upon completion of a patrol. In addition to information relative to maritime domain awareness and port security, patrol reports should note obstructions to navigation, oil discharges, hazardous materials releases, drums in the water, etc.
 - (e) Identify previously unknown facilities meeting the criteria of MDA inspections in ref (a), capturing all pertinent information on a MDA Patrol Form, and forwarding that information to the Division MDA Patrol Coordinator.
 - (f) Contact the Sector Command Center at (203) 468-4401 and any pertinent local law enforcement agency immediately with any urgent or specific port security or safety concerns. AUX Patrol Members will not take any law enforcement action themselves.

e. SEARCH AND RESCUE RESPONSE:

Auxiliary operational facilities under orders will respond to SAR as directed by their controlling station. When a facility locates a distress situation while out boating and is not under orders the following guidance applies:

- (1) If an approved operational facility has a qualified Coxswain and the required number of qualified crewmembers aboard, the facility may be verbally issued emergency orders by the appropriate station OOD. The Auxiliarist must provide the Coast Guard station with the vessel's name, Auxiliary call sign, and confirm that there is the required qualified crew on board the vessel.

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- (2) In non-emergency cases, orders will only be issued before any assistance begins. Rule of thumb: Get the orders and Unit Case Number (UCN) from the controlling station, and then provide assistance. Of course, respond to life-threatening emergencies immediately.
- (3) The controlling Coast Guard station will advise the facility of the order and case numbers by the most rapid means available. After completion of the case, the Auxiliarist shall notify the controlling station as soon as possible of its termination of rendering assistance.

f. NON-EMERGENCY RESPONSE:

- (1) Facilities, when on a scheduled patrol or otherwise on orders, who discover a disabled vessel requesting assistance, and the disabled vessel is NOT in radio contact with the Coast Guard, or a commercial salvor, that facility may provide assistance if capable. (NOTE: An Auxiliary Facility has discovered a vessel requesting assistance when the vessel is within visual sight of the Auxiliary facility.) Facilities, which overhear a Marine Assistance Request Broadcast (MARB) on a boater's behalf, may not respond to that request until specifically directed to do so by their controlling station.
- (2) Coast Guard resources or Auxiliary facilities may be used to help Auxiliary facilities, state, county or local first responder vessels in need of assistance at any time without regard to the severity of the assistance needed.

g. CREW FATIGUE:

- (1) Auxiliary Coxswains will ensure compliance with the crew fatigue guidelines as set forth in this section when responding to non-emergency SAR. The Auxiliary Coxswain is in the best position to determine when the crew is fatigued.
 - (a) Within any 24-hour period, the accumulation of boat underway time (including patrol time at anchor) in excess of the following limits will be followed by 10 hours of rest/recovery time.
 - (i) Eight hours in seas less than four feet.
 - (ii) Six hours in seas greater than four feet.
- (2) If an auxiliary vessel is unable to respond to non-emergency SAR due to fatigue, the Coxswain will notify the controlling Coast Guard station. When the crew fatigue situation no longer exists, a follow-up call will be made.

h. AUXILIARY AUGMENTATION TO SECTOR LONG ISLAND SOUND:

- (1) Sector Augmentation Opportunities:
 - (a) Auxiliary Communications watch standing is available at the Sector Long Island Sound Communications Center in New Haven. Members desiring assignment to this duty must be qualified Auxiliary Communicators and will be required to complete the Sector and Stations Communications Watch Qualification Guide (COMDTINST M16120.7) check off sheet and required reading prior to being assigned to watches. Volunteers for this program must be "security clearance" eligible, submit necessary background check documentation and receive approval as per paragraph G of reference (a).
 - (b) The Sector also encourages participation in various administrative programs by all interested Auxiliarists. These programs include Auxiliary Patrol Order processors, Marine Event coordinators, Private Aids to Navigation coordinators, Public Affairs

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journalists, Situation Unit Watch, etc. These administrative programs offer direct benefits to the Auxiliarist and the Auxiliary program by providing an opportunity to support operations from the "Gold" side and promote a better working relationship between the Auxiliary and the other members of Team Coast Guard. They also help to free up active duty members to perform other operational duties.

(c) Members interested in these programs should contact the Sector Auxiliary Coordinator.

(2) Unit Augmentation Opportunities:

Similar to the Sector Long Island Sound Communication Center augmentation program, Auxiliary members may also qualify as Station radio watch standers. Most Stations also have a program in place for Auxiliarists to serve as an assistant to the OOD. Contact the Auxiliary Liaison at your controlling station for details. A host of other opportunities exist in successful partnerships with "Gold" units including range assistants, galley support, facility management, legal assistance and many others. Flotilla and Division staff officers are highly encouraged to assess the skill sets their members possess and explore opportunities to support CG units with those aptitudes.

(3) Orders for Augmentation:

Non-Reimbursable orders for members participating in shore side programs, including Auxiliary Radio Station Watch standers and Auxiliary Communications watch standers are available to any member desiring to participate. These non-reimbursable orders cover the member for liability and allow the member to have lunch or dinner at the unit and allow the unit to collect the rations for their meals.

i. **AUXILIARY AIR OPERATIONS:**

- (1) All Auxiliary Air Operations for the Southern Region, which includes Sector Long Island Sound are coordinated and scheduled through Coast Guard Air Station Cape Cod.
- (2) Each pilot, operating under orders of Air Station Cape Cod and scheduled for flights within Sector Long Island Sound's AOR, shall contact the Air Operations Center at Air Station Cape Cod, (1-800-673-1056) and the Sector Long Island Sound Command Center at (203) 468-4403 prior to conducting any flight in the Sector Long Island Sound AOR.

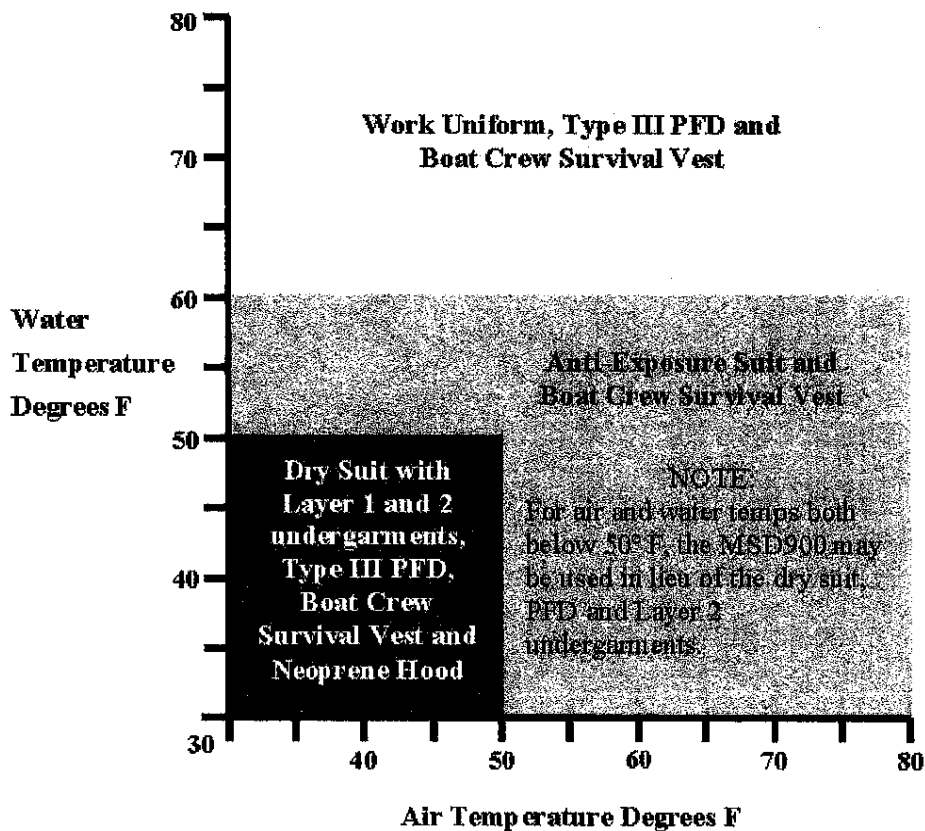
j. **COMMUNICATIONS:**

- (1) Auxiliary vessels afloat shall maintain radio communications on a schedule decided by their controlling station. The radio guard should be maintained with the controlling station. If the station does not answer then switch communications to the Sector communications watch. Auxiliary facilities with the capability to do so will monitor the following frequencies while underway or on patrol in the order of precedence listed. If a second radio or guard feature is available a guard will be maintained on VHF-FM CH-16 as well. Coxswains will maintain strict compliance with current Coast Guard regulations governing telecommunications procedures.
 - (a) VHF-FM Channel 83A - Coast Guard-to-Auxiliary working frequency CT Shoreline and North Shore of Long Island.
 - (b) VHF-FM Channel 23A - Coast Guard-to-Auxiliary working frequency South Shore of Long Island.
- (2) To the maximum extent possible, transmissions on Channel 16 will be restricted to those

situations related directly to a vessel in distress. Channel 16 shall not be used to call a Coast Guard or Coast Guard Auxiliary unit that is known to be guarding a working frequency.

k. COLD WEATHER AFLOAT OPERATIONS:

- (1) In general, CG Auxiliary patrols are conducted during the recreational boating season when the Coast Guard encounters its greatest Search and Rescue and marine event workload. The heightened operational risks involved while operating in a cold weather environment outweigh the decreased benefit of having CG Auxiliary crews on the water.
- (2) Afloat operations conducted outside of the recreational boating season by CG Auxiliary personnel will only occur when specifically requested by the controlling station and will be conducted using the same personal protective equipment (PPE) and cold weather training as active duty boat crews. Additionally, the PPE used by auxiliarists shall pass through the same preventative maintenance system (PMS) inspections as required of the applicable PPE used by active duty crews. PMS for all PPE shall be conducted by the boat crew that will be utilizing the gear under the supervision of an active duty Coast Guard member appointed by the controlling station's CO/OinC.
- (3) It is anticipated that no more than one Auxiliary boat crew will be certified for cold weather operations at each station. Stations may request an increase to this number from the Sector Commander for specific operational needs or coordinate with other stations to utilize other cold weather certified auxiliarists.
- (4) Auxiliary boat crews shall refer to the "50/50 Box" when unsure of which PPE to utilize while on patrol. (See ref (h) Ch3.B.1b) A Coast Guard approved PFD shall be worn with the MSD900 (industrial dry suit) while underway. (See ref (i) paragraph 4)



1. SAFETY AND EXAMINATIONS:

(1) Recreational Boating Safety:

- (a) The Coast Guard Auxiliary is the only Coast Guard component that provides free Vessel Safety Checks (VSC) available to the public for their recreational vessel. This is a yearly no-fault courtesy examination that helps the public verify that their boat's safety and required equipment is up to date and in good working order and meets federal regulations. These vessel safety checks are considered courtesy exams and are not considered a "boarding" or law enforcement action. Upon passing the exam, a decal is issued to display on the vessel. This does not exempt recreational vessels from law enforcement boardings, but does signify that at the time of the examination the vessel was in compliance with all applicable federal and state safety and operation regulations. This program includes outreach and education for paddle boats.
- (b) Training: Auxiliary personnel that wish to become involved in the VSC program should first consult with their division Training Officer. Prospective Vessel Safety Examiners (VSEs) should consult the Coast Guard Auxiliary National Department of Vessel Examinations website <http://safetyseal.net/training.asp> for step by step instructions for obtaining the VSE qualification.

(2) Commercial Fishing Vessel Examinations (CFVSE):

- (a) Focusing on communication and education is key to implementing commercial fishing vessel safety regulations. Qualified Active Duty, Reserve and Auxiliary personnel conduct voluntary dockside examinations that are non-threatening, non-adversarial inspections to help fishermen bring their vessels into full compliance with all federal regulations. The examination is strictly for the benefit of the fishermen and can not lead to any punitive action. The 1st Coast Guard District collects and analyzes casualty statistics on fishing vessel casualties within the district to target the most significant risks which the examiners use to educate the commercial fishing fleet within the AOR.
- (b) Training for this Examinations Mission is directed by reference (c).

(3) Uninspected Passenger Vessel (UPV) Examinations:

- (a) Uninspected passenger vessels (UPVs) are commonly referred to as "Six Pack" vessels because they can carry no more than six passengers for hire. UPV examinations are the main component in this voluntary safety program designed to increase safety aboard uninspected charter boats operating throughout the United States. Past marine accidents pointed to the need for an increase in the level of safety equipment that extends beyond the minimum required by a recreational vessel. To help manage the risk, the Coast Guard and the charter operators have instituted a voluntary dockside examination program to ensure that all regulatory requirements are satisfied. In addition, UPVs that participate in the voluntary dockside examination program which have met all the regulatory requirements, receive the UPV decal which indicates to passengers and local, state, and federal authorities that the vessel was in compliance with all applicable regulations at the time of the examination.
- (b) Training for this Examinations Mission is directed by reference (c).

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m. PRIVATE AIDS TO NAVIGATION (PATON):

- (1) Any signal placed on the navigable waters of the United States by any person or institution other than the U.S. Coast Guard or another branch of the Armed Forces is a private aid to navigation. At Coast Guard direction, some private aids are placed by the owner to mark wrecks, platforms, or other man-made obstructions to navigation. Others are placed for the convenience of the owner. The Aids to Navigation Officer at Sector Long Island Sound can be reached at (203) 468-4454 for any additional information or guidance needed to complete the program.
 - (a) The characteristics of all private aids to navigation must conform to the U. S. system of aids to navigation and should conform to the existing system in which they are placed. See section B to chapter 1 to reference (b).
 - (b) Class I private aids will be inspected by active duty personnel by 1 July annually.
 - (c) Class II and III Private AtoN will be verified once every 3 years (one third will be verified each year) by 01 September annually. Inspections of Class II and III Paton will be conducted by the Auxiliary and the information entered into the Harbor Master website as per ref (e) of this instruction.
 - (d) If the CG Auxiliary is unable to inspect Class II and III private aids, they shall be inspected by the primary AtoN unit prior to 01 September each year.
 - (e) Any AtoN qualified active duty CG personnel or any CG appointed AtoN Verifier as designated by the Sector LIS Waterways Management Chief may train Auxiliarists in aid verification duties. Auxiliary District ATON Officers will organize and coordinate training to qualify Flotilla members as aid verifiers utilizing the AV Auxiliary Qualification Standard Ref (f).

n. BRIDGE OPERATIONS:

- (1) The bridge program is managed by the District One Prevention Department through Sector Long Island Sound and is composed of two main functions, Bridge Discrepancy Reports and Comprehensive Bridge Surveys. All Coast Guard Auxiliary Personnel can obtain qualification in and perform these functions. All qualified Coast Guard Auxiliary Personnel report bridge discrepancies to D1 and copy Sector Long Island Sound Waterways Management Division via fax to 203-468-4423 by using the D1SR Bridge Discrepancy Report. Detailed guidance on conducting a bridge survey can be found at:

<http://www.boatmoves.com/CGAUX/aton.htm> > District Navigation Systems Forms and Manuals > Bridge Program > How to Check a Bridge.

A bridge survey is performed only when specifically requested and requires, at a minimum, two separate visits to a bridge. One must be performed during daylight hours near low tide when the clearance gauges and fender system can be seen, and one must be performed at night when the bridge lights can be checked. However, all underway Coast Guard vessels, Gold or Silver personnel, shall report all bridge and Aids to Navigation discrepancies encountered during a patrol to the supervising Station and the Sector Command Center. Training and guidance on the District 1SR Bridge program can be found at <http://www.boatmoves.com/CGAUX/aton.htm>.

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6. AUXILIARY ADMINISTRATIVE PROCEDURES.

a. **CONFLICTS OF INTEREST FOR USCG AND USCG-AUX PERSONNEL:**

- (1) In order to avoid any possibility of "conflict of interest," active duty Coast Guard personnel, reservists under active duty or inactive duty orders, and Auxiliarists under orders are prohibited from engaging in commercial assistance activity of any sort. Likewise, reserve and Auxiliary personnel are not to be used in any capacity that might give rise to the perception of a conflict of interest. Vessels and aircraft used for commercial assistance activities are not to be accepted as an Auxiliary facility nor can a designated Auxiliary operational facility be used as part of any commercial assistance enterprise at any time.
- (2) An Auxiliarist may not be assigned Auxiliary or Coast Guard duties which allows them, or which presents an appearance of allowing them, to serve the interest(s) of organizations outside the Coast Guard while performing those duties. This is a conflict of interest.

b. **AUXILIARY PATROL ORDERS:**

- (1) 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) Computation of 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.
- (2) 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.
- (3) 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

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AUXDATA to POMS. It is imperative that all personnel performing Auxiliary missions verify their information in AUXDATA and keep these data current and correct.

- c. **ORDER ISSUING AUTHORITY AND PROCEDURES:** Additional policy regarding Auxiliary patrol orders can be found in Chapter Two of ref (a).
- (1) 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. Authority has been delegated to the OOD of each USCG Station to authorize emergency orders to Auxiliary facilities meeting crew requirements in accordance with section 5.e(1) of this instruction.
 - (2) 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) 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 1 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, Bridge Inspections, MDA Patrols, Mobile Communications Patrols and other operational support missions.
 - (4) 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.
 - (5) 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. The request is then approved by the Division Operations officer.
 - (b) Non-routine Patrol - This type of patrol is initiated and authorized solely by the active duty 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 by the appropriate station OOD. 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

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be followed up with written orders as soon as conditions permit. In this case the controlling Coast Guard Station will contact the SLIS Command 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.

d. ORDER COMPLETION INSTRUCTIONS:

- (1) 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.
- (2) 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 one year in 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 issued in the SLIS Northern area (Auxiliary Divisions 07, 24, 25) will be mailed to:

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

Orders issued in the SLIS Southern area (Auxiliary Divisions 01, 13, 18, 22) will be mailed to:

Mr. William R. Tooker
310 Starr Blvd.
Calverton, NY 11933-9792

- (3) 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.
- (4) 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

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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 AUXLO.

- (5) 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.
- (6) Facility owners shall include requests for the reimbursement of gas and oil costs with each Auxiliary Patrol Order. These costs shall not be allowed to accumulate for several patrols. Receipts **MUST** be provided for all expenditures (TOTAL) over \$75.00. If it is impossible to refuel between patrols the facility owner shall 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 there is no hard copy receipt.
- (7) 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. Auxiliarists receiving meals at a Coast Guard facility shall check the "In Kind" box on the CG-5132; otherwise the "In Kind" box shall be left blank.
- (8) 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. Auxiliarists planning on eating at a Coast Guard facility shall inform the OOD or senior FS of the facility, so the FS staff can make proper preparations to accommodate the additional persons. 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.
- (9) The Order Issuing Authority must receive all orders within twenty (20) CALENDAR DAYS of the patrol. 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 the patrol 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.

e. CLAIM FOR REIMBURSEMENT PROCEDURES:

- (1) Section I – Authorization – This section of the CG-5132 will be preprinted by POMS. No entries are necessary in this section.
- (2) Section II – Claim for Reimbursement
 - (a) 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,

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non-trailer boat, mobile radio facility, etc. The Itinerary portion of the order is a required field. All boxes which have not been preprinted shall be filled in by the claimant.

- (b) If the CG-5132 involves automobile expenses, e.g., uses a trailer boat or a mobile radio facility, the Automobile Data box in this section shall be filled in. Both fuel cost and mileage shall be included. The FINCEN will compute the automobile reimbursement both ways and reimburse the higher amount.
 - (c) Part 2 of this section shall list all persons on board (POB) with their member numbers except for the operator. If there are more than eight POB, the extra members shall be included on the back of the form. Any active or reserve Coast Guard personnel shall be noted as they must be added to POMS manually by the Location Administrator.
 - (d) 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 the claimant) the claimant shall mark "Yes." If not, the "Received in kind" field shall be left 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 fuel, oil, fuel additives or ice are purchased the "Received in kind" field shall be left blank. The claimant shall enter the amount of these expenditures in the fields provided. Receipts for expenditures greater than \$75.00 must be provided. "Gallons of Fuel" and "Engine hours" used on the patrol shall be entered. These fields are required. If refueling was not done after a patrol, the claimant shall estimate fuel usage and cost. The claimant shall enter expenditures for other reimbursable expenses and provide receipts for amounts greater than \$75.00.
 - (e) Claim Certification
 - (i) Signature of Operator. POMS will preprint this box with the Coxswain's member number and name. The Coxswain's signature is required.
 - (ii) 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.
 - (iii) Reimburse. POMS will preprint this box with the claimant's name and mailing address.
 - (iv) Member #. POMS will preprint the claimant's member number in this box.
- (3) Section III – Endorsement by Order Issuing Authority

The claimant shall 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.

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f. DAMAGE CLAIMS:

- (1) When Auxiliary facilities are damaged during patrols it is imperative that proper procedures be followed so that a claim for reimbursement can be processed. The most important things for an auxiliary in the field to remember when damage occurs to an Auxiliary Facility is to report the incident immediately to the controlling station and make certain that the casualty is documented in the station's radio log. Additionally, all auxiliaries conducting that patrol should expect to provide a written statement regarding the circumstances of the incident. The facility owner shall also provide all maintenance logs for the facility and provide repair estimates to the investigating officer at the controlling station. Guidance for the damage claims procedure can be found in ref (d).



D. A. RONAN