



13 April, 2007
16790

Eleventh Coast Guard District Auxiliary, Southern Region Policy Directive 07-01

Subj: PATROL ORDER MANAGEMENT SYSTEM (POMS) USE AND PATROL CLAIMS
REQUIREMENTS

Ref: (a) Coast Guard Auxiliary Operations Policy Manual, COMDTINST 16738.3(series)
(b) Coast Guard Auxiliary Manual, COMDTINST 16790.1(series)

1. PURPOSE: To provide policy and guidance for the use of POMS and outline basic patrol reimbursement claim requirements that apply to the entire Eleventh District Southern Region.
2. DIRECTIVES AFFECTED: None.
3. DISCUSSION: References (a) and (b) give general guidance pertaining to the use and administration of POMS. Since POMS is the only tool used for administering patrols, it is important that standards are in place to give the Order Issuing Authority (OIA) and Auxiliarists a common set of expectations.
4. ACTION: Effective immediately, all Auxiliary personnel requesting patrol orders and subsequently submitting claims shall adhere to the following standards.
 - a. Requests for patrol orders must be submitted no less than seven days prior to the desired date of patrol with fourteen days being preferable. Exceptions may be made but will first require direct contact with the OIA. The OIA will normally approve or deny requests one week prior to the desired date of patrol.
 - b. All inland patrols operating in an area that does not have direct VHF communications with a Coast Guard operations center shall identify their communications guard in the patrol request or it will be denied.
 - c. The OIA will determine the number and frequency of patrols required in their Area of Responsibility (AOR). The patrol information will be posted in POMS and due to Operational Security (OPSEC), will only be shared in that password protected environment.
 - d. Members may request patrols up to three months in advance but should not expect approval based solely on time and date of the request. The OIA must consider issues such as the overall readiness of the organization, asset capabilities, and budgetary constraints prior to approval of requests.

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- e. Requests for Qualification Examiner patrols shall identify the partner facility in the comments.
- f. Patrol claims must be submitted to the OIA within one week of patrol completion. Patrols not receiving a claim will be automatically canceled from the POMS system after four weeks.
- g. Receipts are required to file a claim, for all fuel and oil used during a patrol, regardless of amount.
- h. Patrols lasting longer than eight hours without proper authorization may be denied reimbursement and could lead to the refusal of future patrol requests as determined by the OIA.
- i. Coxswains are reminded that they are responsible for ensuring the required crew is onboard and currently qualified. Coxswains should verify crew qualifications in POMS or AUXINFO within 48 hours prior to the assigned patrol. Repeated offenses of insufficient or unqualified crew may lead to the refusal of future patrol requests.



R. M. SYMONS
Commander, U. S. Coast Guard
Director of Auxiliary
Eleventh Coast Guard District Southern Region

Dist: Sector LA-LB
Sector San Diego
Air Station Los Angeles