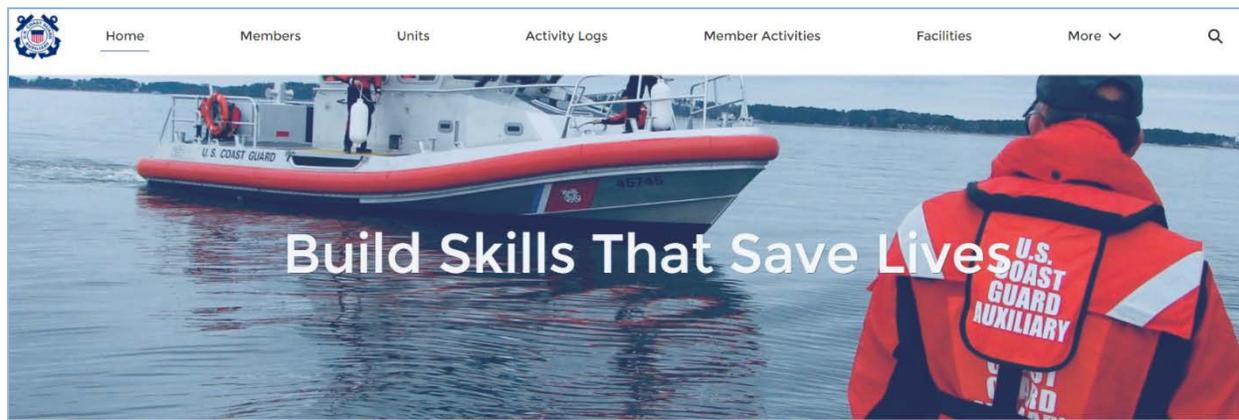# How to Request Patrol Orders in AUXDATA II

Welcome to AUXDATA II. This system allows you to request Patrol Orders for an Aircraft, Boat or Radio. This document will walk you through the process of requesting Patrol Orders and submitting the request to the OIA (Order Issuing Authority) for approval. A facility owner may request Patrol Orders for themselves or another member who is authorized to operate the facility. An authorized facility Operator is also able to request Patrol Orders.

AUXDATA II GENERAL - SCREEN ICONS

AUXDATA II uses several Icons to help the user.

- ℹ️ First and foremost is the Information Icon. Where this Icon appears, help text is provided to assist the user in providing the correct information for the field.

- ✏️ Also important is the Pencil Icon. The user can edit a field by clicking on the Pencil Icon.

- ✱ The Red Asterisk is used to identify fields that must be completed. Failure to complete a required field will result in an error message when the user tries to save or submit the data.

- 📅 The calendar icon can be used to select a date.

Before Requesting Orders:

There are several bits of information that need to be in AUXDATA II before you can request orders. These are:
- Member Competencies
- Facility Ownership
- Member Location

Let's take a closer look at these areas in AUXDATA II.

Begin with the "Home" Page

Step 1 - Logging into AUXDATA II will automatically take you to the "Home" page. On this page, click on "**Members**" at the top of the screen.
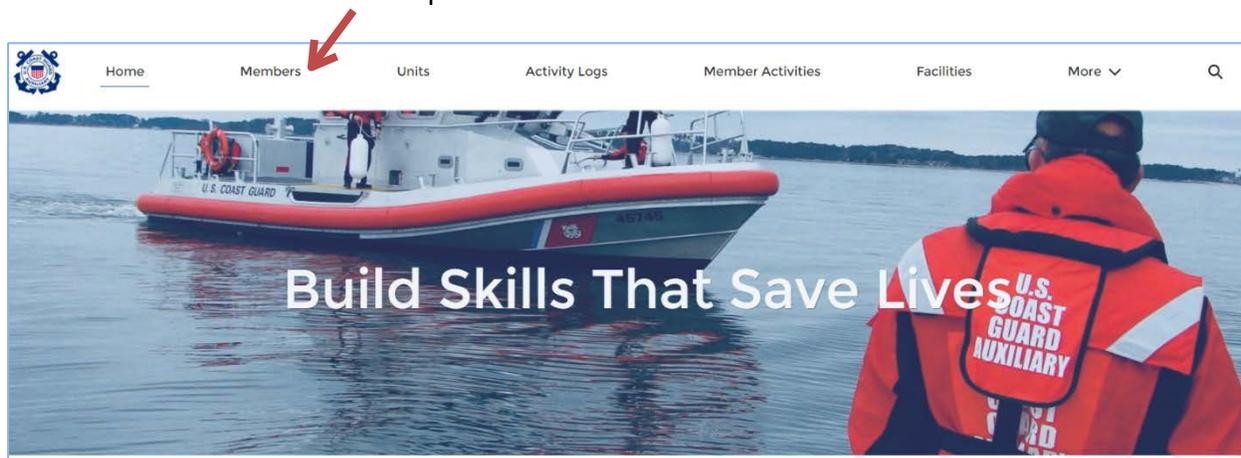

You will be taken to the "Recently Viewed" page for "Members". If this is your first visit to this screen, it will be blank. Over time it will populate with the members you have viewed.

Step 2 - Locate your name. If your name is in the "Recently Viewed" list, click on your **"Name".** If your name is not listed, type your name or member number into the "Global Search" bar and click the magnifying glass or press enter on your keyboard.

In the search results list, click on your name.

Step 3 - This will take you to your member "Detail" page. On this page, click on the **RELATED** tab to view additional information connected to your record.
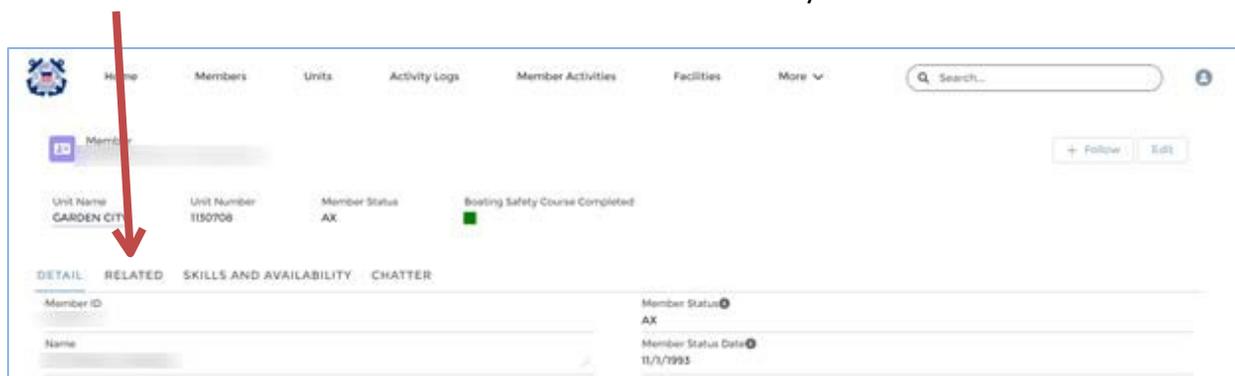
Step 4 - On the Related tab, scroll down to the **Competencies** element, and click **View All** in the lower right corner of that element.

Step 5 - This will open an expanded view of the Competencies assigned to you. Check to make sure you are "**Certified**" in the required competency.


For an Air Patrol, you must be Certified as an Aircraft Commander, First Pilot or Co-Pilot. For a Boat Patrol, you must be a Certified Coxswain or Personal Watercraft Operator and for a Radio Patrol, you must be a Certified Telecommunications Operator. **If you, or the Operator of the facility, are not certified in the required competency, you will <u>not</u> be able to complete the Patrol Order request process.**
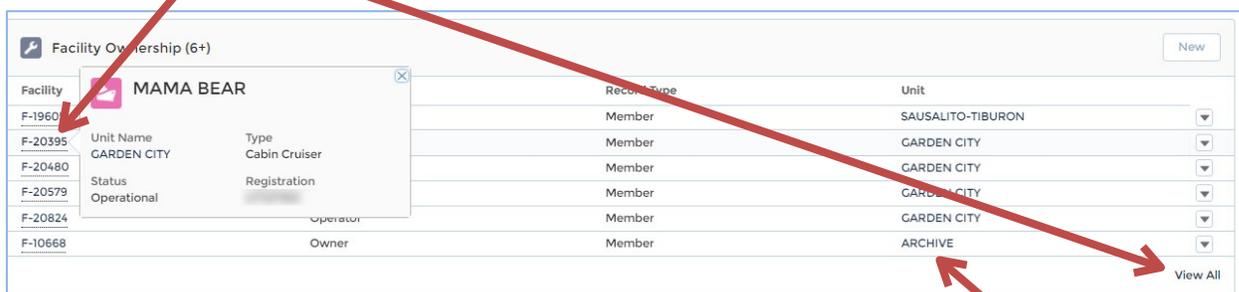
Step 6 - Once you have confirmed the competency status, your next step is to confirm the "Facility Ownership" status of the facility you will be requesting orders for. **You must be listed as an Owner, Co-Owner or Operator of the facility**. While you are still on the "Related" tab of your member record, scroll down until you see the **Facility Ownership** element.
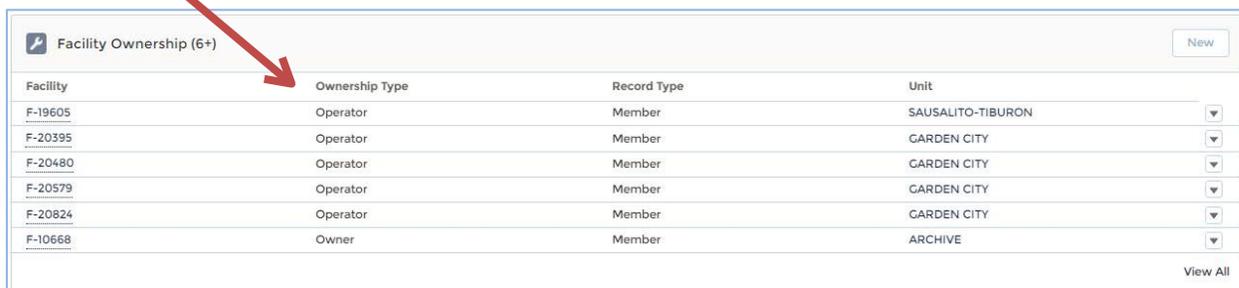
If you clicked on View All in the previous step, you need to click the back button on your browser to return to your member record, click on the **Related** tab, and scroll down to Facility Ownership.

Hover your cursor over each Facility Record ID, a pop up will give limited information on the facility, including the facility name. If you have "Facility Ownership" in more than six facilities, click **View All** to see a complete list. On the complete list click on the Facility Record ID to get more information. **If you are Owner, Co-Owner or Operator for a facility that does not appear on the list, the <u>owner</u> of the facility must contact your local DIRAUX office to have your name added.** Follow your District's procedure for contacting the DIRAUX office.

When checking the "Facility Ownership," also verify that the facility is not in the Archive unit. A Facility that is in the Archive unit has been removed from Auxiliary service and will not be authorized to receive patrol orders.

Step 7 - The last item on our list to verify is your "Member Location". In this instance, Location refers to the CG Unit (Sector, Air Station, etc.) that will be issuing the Patrol Orders. You will be authorized to request and receive Patrol Orders only from the Units listed in the "Member Location" element.

To see your listed Locations, from the **Related** tab on your Member Record, scroll down to "Member Locations". **If your OIA (Order Issuing Authority) location is not listed, contact your local DIRAUX office via appropriate channels to have the location added to your record.**
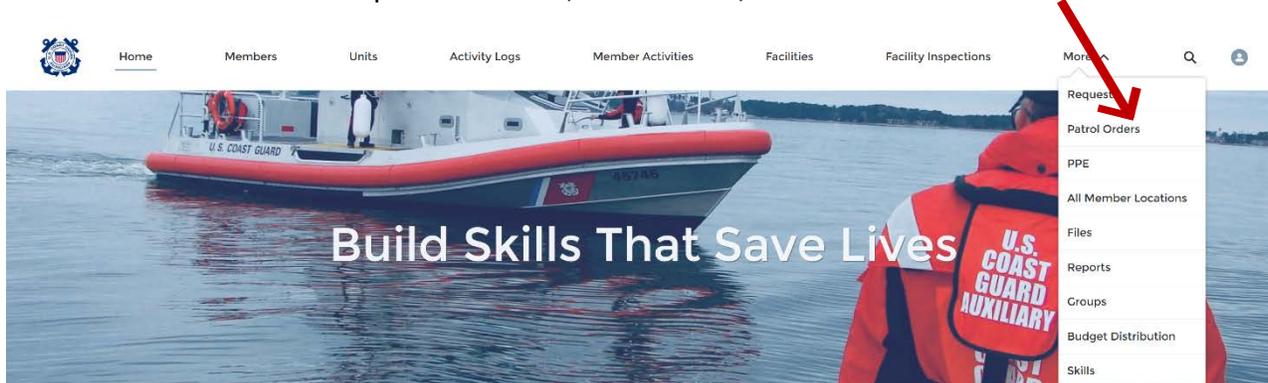

REQUESTING PATROL ORDERS

Now that you have verified the information above, you are ready to request Patrol Orders. Please check with your District for the required lead time for requests. Many Districts require requests be in place a minimum of 7-10 days prior to the patrol.
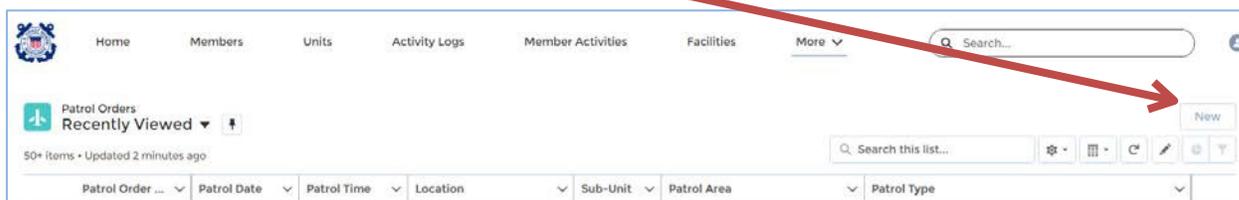
If you have not already done so, log into AUXDATA II.

Begin with the "Home" Page

Step 1 - Logging into AUXDATA II will automatically take you to the "Home" page. On this page, click on "**More**" at the top of the screen, from the list, click on "**Patrol Orders**".

Step 2 - You will be taken to the "Recently Viewed" page for "Patrol Orders". Click "**New**" in the upper right corner.

Step 3 - From the "New Patrol Order" window, leave the default selection as **Request**, and click **Next.**

Do not select Patrol Order! As the description notes, this is for system administrators only. If you select this option, you will receive an error when proceeding.

Step 4 - In the "New Patrol Order: Request" window enter the required information regarding your patrol.

a. **Facility:** Enter the Facility ID number, the registration/tail number, or the facility name. This will give you a list of facilities that match your query to select from. Beware if you use the facility name, there may be multiple facilities with the same name. Verify you are selecting the correct one.

b. **Facility Owner Type:** Use the pick list to select the Owner Type:
   - Owner is Operator
   - Owner On Board
   - Owner Not On Board

c. **Facility Operator:** Enter the member number or name of the Operator for this patrol. If you use the operators name, verify it is the correct member as members may have the same name. You must be listed as an authorized owner, co-owner or operator, as noted previously, in order to successfully complete the patrol order request.

d. **Facility Owner:** Enter the member number or name of the facility owner. If you use the owners name, verify it is the correct member as members may have the same name.

e. **Patrol Date:** Use the calendar to select the date of the patrol.

f. **Patrol Time:** Use the pick list to select the Patrol Time:
   - Morning
   - Midday
   - Evening
   - After Hours

g. **Facility Type:** Use the pick list to select the type of facility
   - Radio
   - Aircraft
   - Boat

h. **Patrol Type:** Use the pick list to select the proper mission code for the <u>primary</u> focus of the mission. The mission codes on this pick list will vary depending on the Facility Type you selected in the previous field, as not all mission codes can be utilized with each facility type. For example, only aircraft can utilize the 53A Ice Recon mission code.

i. **Status:** For now, leave the status as New. This will be changed later in the request process.

j. **Reimburse:** Use the pick list to select who should be reimbursed for the patrol. The member selected in this step will be responsible for signing the patrol claim in AUXDATA II to be reimbursed. Please note it is also required that the person being selected for reimbursement has signed up with the FINCEN (Finance Center) for Direct Deposit using the [EFT/ACH Member Enrollment Form](). Paper checks will not be mailed. If you have previously signed up for Direct Deposit with FINCEN, you do not need to do so again unless you have changed account or contact information.
   - Owner
   - Operator

- Owner No SAMA (Standard Auxiliary Maintenance Allowance)
- Operator No SAMA
- No Reimbursement

k. **Location:** At this time, no entry is allowed in this field, and it is left blank. l. **Sub-Unit:** At this time, no entry is allowed in this field, and it is left blank.

m. **Patrol Area:** At this time, no entry is allowed in this field, and it is left blank.

n. **Request Description:** Use this field to write a description of your patrol request. The OIA's in many Districts have specific information they need to see in this field. Check with your FSO-OP or SO-OP for the specifics in your area.

Step 5 – Scroll down to the "Estimates" Section and enter the predicted amounts for each expense type.

New Patrol Order: Patrol Request

a. **Mobile Radio Mileage:** Enter the estimated miles of travel for a radio land mobile patrol

b. **Towing Mileage:** Enter the estimated miles to be traveled for trailering the facility to the launch site. If the vessel was not trailered, i.e., berthed at the marina, enter $0.

c. **Engine Hours:** Enter the anticipated or estimated engine hours for this patrol.

d. **Fuel Expenses:** Enter the estimated cost of the fuel for the patrol

e. **Fuel Additives Expenses:** Enter the estimated cost of fuel additives such as engine oil for two cycle outboard motors.

f. **Ice Expenses:** Enter the estimated cost of ice for this patrol.

g. **Other Reimbursable Expenses:** Enter the estimated cost of Other Reimbursable Expenses such as parking fees, launch fees etc. (Water is not an authorized patrol expense). If you have expect to have Active Duty or a QE on the mission with the Coxswain providing meals, include that estimated cost using the Current standard meal rate.

h. **Total Number of Breakfasts:** Total number of NON-Government Furnished breakfasts for this patrol

i. **Total Number of Lunches:** Total number of NON-Government Furnished lunches for this patrol

j. **Total Number of Dinners:** Total number of NON-Government Furnished dinners for this patrol

k. **Total Number of Mid Rations:** Total number of NON-Government Furnished mid reations for this patrol

Step 6 - When you have entered ALL of the appropriate information in the "New Patrol Order: Request" window, click **Save.**

Step 7 - Clicking Save will automatically open the New Patrol Order screen where you will see the information you entered in the previous steps. On this screen, click on the blue **Assign Locations** banner near the top of the screen.
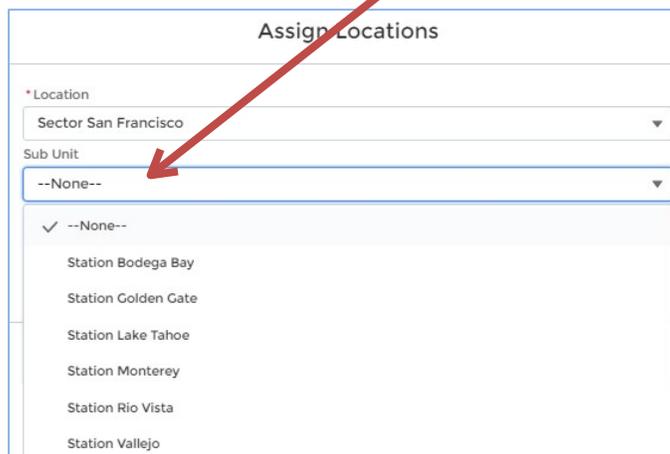

Step 8 - Use the pick list to select the appropriate **Location**. If you do not see your patrol location, see the instructions in Step 7 on Page 4 to get your location added.
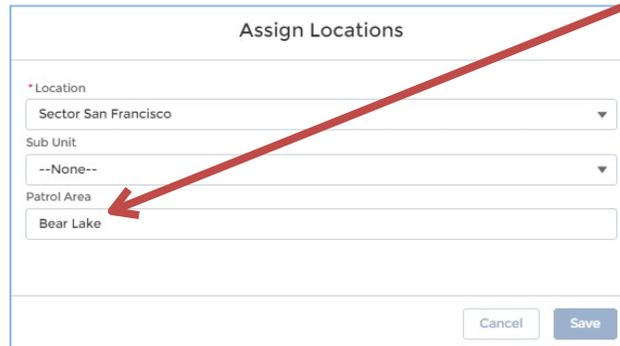

Step 9 - Use the pick list to select the appropriate **Sub Unit.** If the sub unit you will be reporting to is not listed, leave --None—selected.
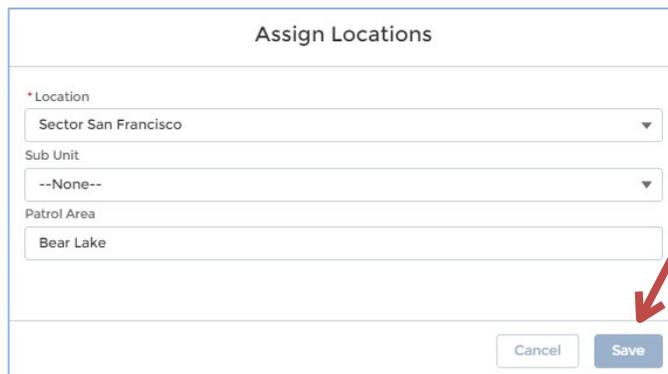
Step 10 - In the **Patrol Area** field, type the name of the area you will be patrolling. Check with your District if there is a specific format that is required in this field.

Step 11 - When you have completed the Assigning Location screen, click **Save.**

Step 12 - Clicking Save will automatically return you to the Patrol Order screen. On this screen, review the information you have entered. If corrections need to be made, click on the pencil icon, or double click on the field that needs to be corrected. If everything is correct, click the pencil icon or double click on the **Status** field, and use the pick list to change the status to "**Requested,**" click **Save.**

If there are errors on the request, a red banner will indicate the errors that need to be corrected before the Patrol Order status can be changed. To make the corrections, click on the pencil icon or double click in the field to make the corrections and again change the status to "Requested." When everything is correct, an email notification will be automatically generated and sent to the OIA of the Location you selected

No further action is needed on your part. The OIA will review your request and either Approve or Deny the request, and you will receive an email notification of the status change. Part of the OIA review includes a look at the estimated expenses for the patrol to see that the budget can accommodate the patrol.

Now would also be a good time to check the status of the competencies of the crew for the requested mission to make sure they are fully certified to crew on the mission. To do this

follow the steps beginning with Step 1 on Page 2 regarding Competencies but use the member number or name of the crew member(s). Remember, a patrol that is conducted without certified crew is not a valid patrol and may not be reimbursed and the hours may not count towards annual currency! As the operator of the facility, you are responsible for verifying your crew's eligibility to participate in the patrol.

At any time, you may review the status of your Patrol Order requests by clicking on the **Patrol Order** object at the top of the screen and selecting the Patrol Order from the "Recently Viewed" list. Making a custom list view will help you in locating your Patrol Order requests. Please see the tutorial "List Views – How to Create in AUXDATA II" for instructions on creating a custom list view.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR IS OR OP OFFICER