

Answers to most Frequently Asked Questions

1. What is the procedure for requesting orders from POMS?

23JUN10:

Refer to the POMS Online User's manual for input particulars.
<http://www.fincen.uscg.mil/POMS.htm>

It is suggested that the orders should be requested 7 days before the patrol. Orders are usually activated within 24 hours. If orders are not requested via POMS or through the SO-OP by 6 days prior to the patrol, another OPFAC may request the AOR. It is recommended that all Coxswains & crew become POMS on-line users.

2. How many days in advance can I schedule a patrol?

23JUN10:

A Division 22 patrol schedule has already been issued and accepted by the Flotillas. The Coxswains should communicate with their respective FSO-OP's and request assignment for a patrol assigned to your Flotilla. A Coxswain/OPFAC owner may request orders for anytime during the year. The SO-OP can only activate orders up to 30 days prior to the requested patrol.

3. How long does it take for orders to be approved?

23JUN10

Orders are usually activated by the SO-OP within 24 to 48 hours. As a courtesy, you should send an email to the SO-OP letting him or her know the request has been made in POMS.

4. Do I need to enter in all of my crew at time of patrol request?

23JUN10

No, however it is highly recommended because POMS will not accept an order request if a required crew person is in REYR or their qualifications are suspended for some other reason. This is one of the many benefits of the Coxswain using POMS themselves.

5. How do I include a guest on a patrol?

23JUN10

As the Coxswain of the patrol, you make a formal request in writing (email is acceptable) to Sector VIA CHAIN OF COMMUNICATION...FSO-OP to SO-OP to Sector OIA and CG Liaison. Sector must have 30 days to review the request; therefore, you send your request 40 days prior to intended patrol so there is enough time to forward the request up the chain. There is a minimum guest age requirement of 16.

6. When an Aid Verifier is on-board, do they need to be crew qualified?

23JUN10

No, any Auxiliarist may go along on patrol as a Trainee. Note that trainees do not count towards minimum required crew for the OPFAC. It is encouraged that all patrols include an Aids Verifier or trainee when practical.

7. What do I do if my patrol date changes?

23JUN10

Patrol dates, once assigned, do not change. If you cannot make a patrol, inform your FSO-OP so he or she can get another OPFAC to fulfill the Flotilla's commitment or, perhaps, ask another Flotilla to cover the patrol. If you can't make the original patrol date, you must go into POMS and cancel the request or patrol if requested in POMS.

8. How do I change the crew assignment?

23JUN10

The SO-OP can't change information on the 5132. The POMS user can add crew before or after completion of the patrol and add/delete before finalizing the information after the patrol.

9. How do I request a patrol within an AOR outside of Division 22?

23JUN10

One must make contact with the SO-OP in the AOR that the request is being made.

10. How soon before the patrol should I request orders?

23JUN10

You need to request and coordinate your patrols through your FSO-OP. Refer to Questions 1 & 2.

11. How are special events handled (i.e., Blue Angels, Bay Bridge Swim, Fireworks, etc.)?

23JUN10

In addition to the safety patrol schedule, there is list of special events (i.e., regattas, fireworks, parades, etc). This list has been given to all FSO-OP's in order to coordinate with the SO-OP. Requests by Coxswains to fulfill special-event patrols will be granted on a first come first request basis. In some events an Auxiliary Coxswain may act as PATCOM. If this occurs the SO-OP will make every effort to provide a copy of the Permit Application which contains the point of contact for the event.

12. What paperwork do I file now that we use POMS?

23JUN10

You need to request a patrol through POMS. If you don't have access to POMS, it is encouraged that you work with your FSO-OP to obtain this capability. The night before the patrol fax a data sheet into Station Curtis Bay so that the OOD knows you will be on for the day. Station Curtis Bay fax number is 410.576.2623. Following the patrol, you complete the POMS info and print the orders, plus you need to complete the 7030 form (which can be generated and printed out from POMS).

13. Who do I contact if I have questions or problems with POMS?

23JUN10

Contact your Flotilla FSO-OP.

14. What is a Cold Weather Policy?

23JUN10

See Captain O'Malley's Cold Weather Policy:



Commander
U.S. Coast Guard Sector Baltimore

2401 Hawkins Point Road
Baltimore, MD 21226-1791
Staff Symbol: Sca
Phone: 410-576-2639

16798

MEMORANDUM

NOV 17 2009

From: M. P. O'Malley, CAPT
CG Sector Baltimore

Reply to LT Burrus
Attn of: 410-576-2639

To: Robert Birrane, Sr.
District Captain
USCG Sector Baltimore Auxiliary

Subj: AUXILIARY COLD WEATHER BOAT OPERATIONS

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(b) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
(c) Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)

1. The safety of all Sector Baltimore personnel is of paramount importance to me. As with all Coast Guard operations, Auxiliary Boat Operations involve inherent risk that we must constantly strive to mitigate. Operations in cold weather add significant danger and additional risk. It is with this in mind that I ask your assistance in implementing the following requirements, in accordance with references (a) through (c), regarding cold weather operations and dry suit programs for Sector Baltimore Auxiliary.
2. Training for Auxiliary Cold Weather Boat Operations. In accordance with reference (b), I am requiring mandatory cold weather boat operations training for Auxiliary boat crews prior to conducting patrols in cold weather conditions. The training will be Auxiliary proctored and is valid for one year.
 - a. Training will consist of, at a minimum:
 - i. Showing of the Coast Guard Institute DVD, "Hypothermia/Cold Water Survival"
 - ii. Training on the proper use, wear, and maintenance of Cold Weather Clothing and Equipment in accordance with Chap 3, Section D of reference (c).
 - iii. Dry suit float test in accordance with reference (c).
 - b. Cold weather training conducted by Auxiliarists participating in CG Standard Boat (41' UTB or 25' RBS) qualification programs satisfies the above requirement.
 - c. Auxiliarists with personally owned dry suits must still complete this training and conduct the float test in the dry suit.
 - d. A list of personnel who have successfully completed either form of training will be maintained by the Auxiliary.
3. Auxiliary Dry Suit Management Program. The Auxiliary inventory of dry suits shall remain centralized at Sector Baltimore to ensure accountability for these valuable property items and to allow for standardized maintenance and issuance. This program shall be Auxiliary run and implemented to ensure the following:
 - a. Auxiliary owned dry suits and all accompanying equipment (Cold Weather Ensembles) are maintained in accordance with reference (c).

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- b. Cold weather ensembles are issued to Auxiliarists who have completed Cold Weather Training described above, and form AF-538 is used to maintain accountability and track ensembles.
 - c. Suits are returned to the centralized locker after cold weather patrols are completed or by 15 May. An annual inventory of all Auxiliary owned dry suits shall be completed by 30 May.
 - d. Personally purchased and owned dry suits must meet Coast Guard cold weather standards and be maintained in accordance with reference (c) or manufacturer's recommendations. Written record of this maintenance, per Annex C of reference (c), shall be provided to the Auxiliarist responsible for managing this program. This record must be provided before members may use personally owned suits for Auxiliary patrols.
4. Cold Weather Patrol Orders. Beginning 1 December 2009 patrol orders may only be issued to Auxiliary boat crews who have met the above training requirement and are in possession of properly maintained cold weather ensembles per reference (c). To effectively implement this, please ensure the following:
- a. A list of all Auxiliary personnel who have successfully completed cold weather training and are in possession of a properly maintained cold weather ensemble is provided to the Auxiliary Liaison Officer and all Patrol Order Management System (POMS) managers prior to 1 December 2009, with updates as necessary. Only boat crews consisting of personnel on this list will be issued cold weather patrol orders.
 - b. Between now and 1 December, Auxiliary coxswains in receipt of patrol orders must verify personal protective equipment (PPE) requirements (anti-exposure coveralls vs. dry suit) with the controlling Coast Guard Station prior to commencing a patrol. The Auxiliary cold weather PPE requirement will be the same as Station boat crews. If PPE requirements can not be met by the Auxiliary boat crew, Stations will be directed to cancel the patrol.
5. This policy will be included in the Auxiliary Annex of Sector Baltimore's Standard Operating Procedures, which is currently in development. As it is implemented over this winter, please provide feedback, input, and recommended changes to the Auxiliary Liaison Officer.
6. Your assistance in ensuring the safety of our Auxiliary Guardians is greatly appreciated. If you have any questions please contact LT Christopher Burrus, 410-576-2639, Christopher.G.Burrus@uscg.mil

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Copy: (1) CG District Five(drx)
(2) Sca
(3) sr
(4) Sector Baltimore Stations (6)

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15. Do I still fax orders to Station Curtis Bay?

23JUN10

Yes, the night before patrol fax a data sheet into Station Curtis Bay 410.576.2623 so that the OOD knows you will be on for the day. The Sector is working on having the ability to email the information to the Stations.