



The Proper Way to Request orders in P.O.M.S (Patrol Order Management System)

25 July 2007

To: All ADSO-OP's / SO-OP's and FSO-OP's

For on-line users in the P.O.M.S system. Request orders from your FSO-OP then he will pass the request on to the SO-OP and he or she will enter it in P.O.M.S. Once the order is activated in the system the on-line user will look at P.O.M.S. and he will be able to get his TONO #.

If the coxswain or boat owner are not on-line users then the SO-OP officer will pass the tono # on to the coxswain and boat owner. **NO** on-line user shall try to enter his own orders it to the system at any time. Coxswains and boat owners will be denied orders if this is attempted you must go through your FSO-OP and he or she will send the request to the SO-OP and he or she will enter the orders. Coxswains - to up date your orders after the patrol, put in your tono # on the P.O.M.S. screen and hit the "enter" key and the order will come up. Then left "click" on "update 5132" and fill in all of the information as required. When you "left "click, the system will ask you if you want to "save" it, then left "click" "yes" and the information on the screen will be saved. Next go back to the order and find "Print order" and the system will print the order with all the information on the form to your local printer. If you are unable to print then choose the second option of PDF file and that will be saved to your local P.O.M.S. file and you can print the file or send it as required.

IF the Coxswain and the vessel owner are not on line users, they have to fill out the orders by hand and mail them to the FSO-OP. This is accomplished by first either printing the documents directly to your local printer, as described above, or saving to your local drive as a PDF file. After checking and confirming that the information is correct and signature are there with dates, Then attach the receipts and forward them to your FSO-OP. Please make copies of all prior to sending / handing them off in case of them being misplaced.

Then print two copies, one copy for the FSO-OP and one copy for yourself. **DO NOT** hold your paper work - get it in for processing A.S.A.P.

If you hold onto it, by the time it goes through the mail and is processed at Sector New York and it is not finished it, will AUTO CANCEL, That occurs when the orders are not in and processed within the sixty days period for date of patrol. Once the orders Auto Cancel then you have to notify the SO-OP who send the communication over to Sector New York to see if the order can be re-activated. This is not a quick process so the best action is to process as soon as the patrol has been completed.

If you have any questions or concerns, please check with your chain of communication of FSO and SO and then the ADSO. The DSO-Operations will be responsible for the compliance of the on-line users in the Operations program for the Sector New York area.