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United States Coast Guard

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COMDTNOTE 16798

CANCELLED:

COMMANDANT NOTICE 16798

Subj: AUXILIARY AVIATION FACILITY FLAT RATE REIMBURSEMENT

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST 16798.3(Series)
(b) Auxiliary Manual, COMDTINST M16790.1(Series)
(c) FINCEN SOP, FINCENSTFINST M7000.1

- PURPOSE. This Notice provides changes to the Auxiliary aviation reimbursement rate as outlined in references (a) and (b).
- ACTION. Area and district commanders, commanders of activities and groups, and commanding officers of air stations and marine safety offices shall follow the procedures contained in this notice when preparing patrol orders for Auxiliary aircraft.
- DIRECTIVES AFFECTED. As appropriate, the changes outlined in this Notice will be incorporated into the next change to references (a) and (b), and all other appropriate manuals, instructions, forms, and publications.
- DISCUSSION. Effective immediately, operators of Auxiliary aircraft, which are issued patrol orders, will be reimbursed for their expenses based on a flat hourly rate, using the table in enclosure (1). These rates are intended to provide reimbursement for fuel, oil, and maintenance expenses and are derived from known, industry published, actual hourly cost data for each airplane type. When the flat hourly rate is used, fuel and maintenance costs must be reported via separate accounting lines or via a single accounting line if using the Patrol Order Management System (POMS). Enclosure (1) contains the breakdown of expenses for type specific aircraft. Expenses for landing fees, ramp fees, and miscellaneous costs, when authorized, will continue to be reimbursed separately from maintenance and fuel. When the total fuel cost varies from the flat hourly rate, reimbursement adjustments may be made on a case-by-case basis. Fuel and Coast Guard usage

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documentation must be submitted with each claim for reimbursement. Maintenance costs will be paid in arrears provided documentation of completed maintenance/inspection is presented. No additional funds are available for the payment of maintenance costs through the flat hourly rate. Program managers and order issuing authorities must judiciously use existing funds to support Auxiliary aircraft patrols.

5. IMPLEMENTATION. For ease of payment, Auxiliary air facilities will be categorized as Type 1 through Type 8 facilities. The existing Coast Guard Auxiliary Patrol Order form (CG Form 5132) shall be used to obtain the aviation flat-rate reimbursement. Accounting data for the type specific aircraft must be broken down into fuel and maintenance costs using enclosure (1). Order Issuing Authorities shall use Object Class Code 2532 for aircraft maintenance, Object Class Code 2632 for aircraft fuel, and Cost Center 73500 on all Auxiliary Patrol Orders. Refer to section D of reference (c) for instructions on preparing Auxiliary patrol orders, DAFIS Document Type 27. The Auxiliarist shall report the aircraft type and aircraft flight hours flown on the CG Form 5132 as shown in enclosure (2). Reimbursement for aircraft fuel and maintenance shall be calculated using enclosure (1).

H. E. JOHNSON

- Encl.: (1) Auxiliary Aircraft Type Hourly Payment Rates
(2) Sample Patrol Order (CG-5132) Form