



Commander  
Sector Upper Mississippi River

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SECUMRINST 16791.1

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SECTOR UPPER MISSISSIPPI RIVER AUXILIARY POLICY STATEMENT 07-001

Subj: AUXILIARY DAMAGE CLAIM PROCESS

Ref: (a) MLCLANTINST 5890,3A dtd 27 MAR 98, End (1)  
(b) AUXILIARY CLAIMS HANDBOOK

1. PURPOSE. This instruction sets forth procedures for all damage claims submitted by an Auxiliarist whose equipment or facility was damaged while on an Auxiliary patrol under reimbursable or non-reimbursable patrol orders issued by competent Coast Guard authority.
2. ACTION. All CG Auxiliary members are required to follow the procedures in this instruction when submitting a damage claim.
3. DIRECTIVES AFFECTED. None
4. BACKGROUND. Auxiliary damage claims were previously submitted directly to Director of Auxiliary (DIRAUX) for reimbursement without Sector Upper Mississippi River command review or input. All claims for damaged Auxiliary platforms must be submitted to the Commander Sector Upper Mississippi River (SUMR), in accordance with reference (a) and enclosure (1) of this instruction.
5. DISCUSSION. Sector Upper Mississippi River recognizes the importance of accurate and timely submission of damage claims. These procedures were designed to improve the processing time and to better serve our Auxiliary fleet. The goal is to ensure damage claims are properly completed so the member can receive appropriate and timely payment.
6. PROCEDURES.
  - a. Sector Upper Mississippi River (SUMR), as Operational Commander of all U. S. Coast Guard assets; Active, Reserve, and Auxiliary, within its Area of Responsibility (AOR), has developed the enclosed flow diagram for processing damage claims from the Auxiliary. This process does not alleviate any procedures outlined in reference (a). Reference (a) remains as the primary procedural reference for submitting all claims.
  - b. This policy is established to ensure all claims are given due diligence and to ensure that all aspects of the claim are thoroughly reviewed and completed prior to being submitted to DIRAUX. All claims will be approved by the Sector Chief of Response or his/her designee. No claims will be 'submitted to DIRAUX without this approval.
  - c. This instruction will be sent to the Auxiliary Chief of Response with copy to all SO-Ops. Although all SO-Ops will be copied, it is the responsibility of the Auxiliary Chief of Response to ensure that all damage claims are submitted in accordance with this instruction. Failure to follow this instruction may result in disapproval of damage claims.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.



S. K. RICHEY  
Sector Commander

Encl: (1) Damage Claim Process Flow

## AUXILIARY DAMAGE CLAIM PROCESS FLOW

