



**United States Coast Guard**  
U.S. Department of Homeland Security

11 MAR 2021  
FM: CHDIRAUX  
TO: ALAUX  
ALAUX 006/21

Subj: AUXDATA II UPDATES FOR PATROL ORDERS PROCESS

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1. On Monday, March 15th, 2020, the AUXDATA II Patrol Orders page layout and patrol request process will be updated.

a. The patrol order page layout has been updated to provide better visibility of the objects and certain fields on the right side of the page. Page layout changes include:

- Better visibility of the Crew, Activities, Files, and Patrol Order History objects on the right side of the page.
- Removed the Date Applied/Date Decided fields on the Crew record entries.
- Moved Chatter from a tab to the actual page (will be located on the right side of the page, below Patrol Order History).
- Display of Mission End Time in the Activities List View, to help with determining the Mission Start time of subsequent Activities.

b. After 15 March 2021 @ 12:00pm EDT, Facility owners and operators and anyone initiating patrol requests will now initiate the request from the **Patrol Orders** tab instead of the **Requests** tab. To initiate a patrol request, follow the following steps:

- From the Home Page, select **More**
- Select **Patrol Orders**
- Select **New** (upper right side of the screen)
- Select **Request**. (Note: do not select Patrol Order option here or you will run into errors)
- Fill out the all required fields as you did before. **Save**.
- Click the **Assign Locations** Bar and select your patrol location and sub-unit and enter your patrol area as required your Order Issuing Authority (OIA). **Save**.
- Update the **Status** field to **Requested**. This will send a notification to the OIA indicating that a patrol request is pending.
- If the request is Approved, follow the existing patrol order completion process.

\*\*For OIAs, the patrol order process will not change. OIAs will still receive patrol request notifications as they did before and will still approve/deny requests in the same manner.

## 2. Action Items:

### a. DIRAUX/OTO/OIA

- For any patrol request that is CURRENTLY in the system in the Requested status, OIAs need to approve or deny those requests ASAP! Once the change happens, those requests will no longer be available. If the patrol date has already passed and no mission took place, OIAs must deny those requests.
- On the Requests Tab, a list view named 'All Pending Patrol Requests.' This list view is available to all users and displays patrol requests in the 'Requested' status with a Patrol Date greater than 01 January 2021. Please have your OIAs approve/deny their requests as appropriate, NLT 14 March 2021.

### b. Auxiliary Facility Owners/Operators

- For any New patrol requests where the patrol date is BEFORE March 20th, please create those requests ASAP in order for your OIAs to approve/deny the requests no later than March 14th.
- For any New patrol requests for patrol dates AFTER March 20th, please wait until we deploy the update on March 15th to submit a new patrol request. **\*\*PLEASE do not create any new patrol requests on 15 March 2021 until after noon, EDT.\*\***
- Any patrol request that was initiated from the Requests tab that hasn't been Approved or Denied prior to March 15th will no longer be able to be approved and will need to be resubmitted using the updated process.

3. For anyone who created Custom List Views from the Requests tab for patrol requests, you will need to recreate those custom list views from the patrol orders tab. A Patrol Requests Custom List View Creation Guide will be available in AUXDATA in the USCG Auxiliary Guides library. To view the guide, navigate from the Home page, to the **More** tab, select **Files**, then select **Libraries** on the left side of the page. Select **USCG Auxiliary Guides** from the library list and locate the Patrol Request Custom List View Guide.

4. If there are questions, please use your Chain of Leadership and Management (COLM) or Chain of Command as appropriate.

5. Internet Release is authorized.

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\*\*\*For many reasons including the value of keeping communication lines clear and open as well as facilitating access to training and educational tools, all Auxiliarists are urged to have their own email address and to keep it updated in AUXDATA.\*\*\*

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\*All ALAUX's are posted on the Chief Director of Auxiliary web site located at: [CHDIRAUX  
ALAUX](#)

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If you have a question regarding this ALAUX, please seek resolution within your Chain of Leadership and Management (COLM) including up to your servicing District Director of Auxiliary (DIRAUX). If your question still cannot be resolved after that, then please email [CGAUX@uscg.mil](mailto:CGAUX@uscg.mil).