



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

28 FEB 2022
FM: CHDIRAUX
TO: ALAUX
ALAUX 006/22

Subj: AUXILIARY FINANCIAL CONTROLS STANDARD OPERATING PROCEDURES

1. A 7-person work group comprised of Auxiliary, Director of Auxiliary, and Chief Director of Auxiliary representatives has completed its establishment of Standard Operating Procedures (SOP) for the application of controls on management of Auxiliary finances at district, division, and flotilla levels. It has been reviewed and cleared by the Office of General Law (CG-LGL) and Office of Legal Policy and Program Development (LPD), and is now promulgated under a memo signed by the Chief Director of Auxiliary (CHDIRAUX) on February 25, 2022. The SOP is posted at the CHDIRAUX section of the Auxiliary national web site: [CHDIRAUX SOPs](#).
2. Elected and appointed Auxiliary leaders and program managers at all levels of the Auxiliary organization shall ensure adherence to this SOP by all those involved in Auxiliary unit financial management. Auxiliary District Finance Staff Officers (DSO-FN) shall maintain close liaison with their servicing District Staff Officers for Legal/Parliamentary matters (DSO-LP), Executive Committees (EXCOM), and the Assistant National Commodore – Chief Financial Officer (ANACO-CF) for general financial control advice and guidance including matters of performance standards and expectations. A virtual workshop focused on the SOP will be provided to DSO-FNs in the next month.
3. Applicable adjustments will be incorporated in the next change to the Auxiliary Manual (Commandant Instruction Manual 16790.1 (series)).
4. Internet release is authorized.

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 II.

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

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.