



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

20 MAR 2023
FM: CHDIRAUX
TO: ALAUX
ALAUX 012/23

Subj: PROMULGATION OF THE AUXILIARY CLAIMS PROCESS GUIDE

- A. Encl. (1) to MLCLANTINST 5890.3A
 - B. Auxiliary Claims Process Guide
 - C. Auxiliary Operations Policy Manual, COMDTINST M16798.3E
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1. This ALAUX announces the cancellation of reference (A), and the promulgation of reference (B).
2. The following change is made to Chapter 2, paragraph D.2.b. of reference (C):
 - a. The Auxiliarist should notify their own insurance company of the incident. The Auxiliarist may or may not be required to file a claim with their own insurance company, but this process helps protect the Auxiliarist in case the Coast Guard, after any required investigation, denies the claim. If an insurance payment is made and a damage claim has been paid, the insurance payment must be remitted to the Coast Guard. Detailed guidance for damage claims is found in the Auxiliary Claims Process Guide.
3. This change will be reflected in the next revision to reference (C).
4. No paper distribution will be made of reference (B). This Process Guide is available on SharePoint at: (For USCG systems, copy and paste the following URL to browser) <https://uscg.sharepoint-mil.us/:f:/r/sites/cg-bsx/cgbsx1/Shared%20Documents/BSX-1%20Directives?csf=1&web=1&e=uhFy82> and the internet: [Auxiliary Claims Process Guide](#).
5. Questions should be directed to the appropriate Chain of Leadership and Management (COLM).
6. 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.