



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

05 SEP 2025  
FM: CHDIRAUX  
TO: ALAUX  
ALAUX 033/25

Subj: GUIDANCE FOR ANTICIPATED TEMPORARY AUXDATA II SHUTDOWN

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1. ALAUX 032/25 of September 2, announced the likelihood of a temporary AUXDATA II shutdown on September 20. It is vitally important that everyone understands that this contingency is a *temporary* shutdown of AUXDATA II...not a permanent loss of it. Causal circumstances center around the need to modify some aspects of AUXDATA II's service contract renewal package that may not be completed prior to its current contract expiration date on September 19. AUXDATA II will remain the Coast Guard's information system of record for the Coast Guard Auxiliary.

2. It is also vitally important that everyone understands that a temporary shutdown of AUXDATA II does not impose wholesale cessation or curtailment of Auxiliary activities. While a curtailment of Auxiliary operational activities is expected due to the loss of AUXDATA II's connection with other patrol order and claim processing systems, other Auxiliary activities should be conducted as normal and with the understanding that associated AUXDATA II data input will be delayed due to its unavailability.

3. The Coast Guard's C5I Service Center and the Auxiliary's national information technology staff are working diligently to back up data from AUXDATA II. The national information technology staff are also completely focused on identifying and taking preparatory actions. National Commodore Mary Kirkwood and the National Executive Committee are in constant communication with their staff to ensure timely monitoring and reporting of progress particularly down through district and regional information services communities.

4. In the meantime, the following guidance is provided in anticipation of the likelihood of a temporary AUXDATA II shutdown:

- a. Securing AUXDATA II Data Input. In order to allow adequate time for a holistic back-up of data, AUXDATA II will be secured from any data input at 0000 Eastern Daylight Savings Time on Wednesday, September 17. No data input will be allowed beyond that time (bear in mind that data input shortly before that time may not be fully processed within AUXDATA II as normal). Access will be limited to designated national level system administrators.
- b. Patrol Order Management. Any gap in AUXDATA II availability will result in considerable delays in patrol order and claim processing. Efforts are underway with the Coast Guard Financial Service Center to explore the processing of manual patrol orders and claims, but if such processing is even possible then it will likely entail considerably slower completion

than with AUXDATA II operable. ALAUX 031/25 of August 13 addressed FY25 AUXDATA II patrol order closeouts prior to this development. Its provisions are cancelled. FY25 and FY26 patrol order management guidelines follow (District Directors of Auxiliary may modify the following dates as appropriate to the needs and capabilities within their respective districts):

- (1) Any FY25 patrol order in “APPROVED” status but without associated activities and which was never conducted must be “CANCELED” immediately but no later than September 13.
  - (2) Auxiliarists who have patrol orders in an “APPROVED” status must move patrol orders to “COMPLETED” status so OIA’s can review and submit them to the Financial System Modernization System (FSMS). This must be completed immediately, but no later than September 15, 2025.
  - (3) New patrol requests should not be submitted. If a patrol request that is currently in a “REQUESTED” status cannot be approved and completed by September 15 then it shall be denied and any further processing terminated.
  - (4) Auxiliary operational activities should only be performed if specifically ordered by a Coast Guard order issuing authority (OIA) in direct support of functions that are normally excepted during a federal government funding hiatus (e.g., urgent SAR, ATON outages, and security threats). Prolonged reimbursement of associated patrol expenses should be expected.
- c. Everbridge Communication System. The Everbridge communication system will remain operable based on the static roster of Auxiliarists as of September 19. Handling of new Auxiliary enrollees is addressed in the next section.
- d. Auxiliary Personnel Rosters.
- (1) The need to protect Personally Identifiable Information (PII) remains relevant and necessary and is not voided by this situation. The Auxiliary Directory (AUXDIRECTORY) will remain secure and available on the Auxiliary national website (<https://auxofficer.cgaux.org/auxoff/>) in a static form based on information extracted from AUXDATA II shortly before a shutdown. It conveniently provides comprehensive information about every Auxiliarist (e.g., contact, offices, certifications, security status) as well as detailed unit rosters. It effectively negates the need to download member rosters that contain PII.
  - (2) New enrollees (approximately 175 per month nationwide) are not planned to be manually added to AUXDIRECTORY pending better assessment and determination of the shutdown’s expected duration. In the interim, flotillas (i.e., Flotilla Commander (FC) or Flotilla Staff Officer for Human Resources (FSO-HR)) should retain a hard copy of a new Auxiliarist’s enrollment form for contacting purposes in the event rapid dissemination of information or accounting of Auxiliarists is necessary (e.g., in lieu of the new Auxiliarist’s lack of inclusion in the Everbridge communication system).

e. Training Via the Auxiliary Online Classroom and National Testing Center.

- (1) The Auxiliary Online Classroom and National Testing Center will remain available and usable on the Auxiliary national website (<https://classroom2.cgaux.org/moodle/> and <https://ntc2.cgaux.org/NTC> , respectively). Course completion and test results will be captured in their repositories for subsequent upload to AUXDATA II when its availability is restored.
- (2) If proof of a course completion is needed for any purpose, a screen shot from the Auxiliary Online Classroom will suffice.

f. Auxiliary Member ID Numbers and ID Cards.

- (1) AUXDATA II issues a new enrollee an Auxiliary member ID number in sequential fashion that cannot be manually replicated. Understanding that a member ID number is needed for access to the Auxiliary Online Classroom, National Testing Center, and the Member Only Zone on the Auxiliary national website, the Auxiliary's national information technology staff is exploring the possibility of issuing a new enrollee an "interim member ID number" that would allow them to use these Auxiliary tools and easily retain any credit for their use once AUXDATA II availability is restored.
- (2) Auxiliary ID cards will still be able to be generated in DIRAUX offices for Auxiliarists who are already entered in AUXDATA II. Since new Auxiliary enrollees will not be able to be entered into AUXDATA II during its shutdown period and will not be able to have a member ID number issued to them, they will not be able to be issued an Auxiliary ID card until AUXDATA II availability is restored. In the interim for the purpose of addressing the ability of new Auxiliary enrollees to access Coast Guard facilities and Coast Guard Exchanges, they should carry their DIRAUX's Auxiliary enrollment notification memo with a government-issued photo identification card (e.g., current valid State-issued driver's license) for presentation as needed. Concurrently, everyone must understand that Coast Guard commands have discretion in applying constraints for access to their facilities that may well exceed this and impose additional requirements for access (e.g., escorted access may be required). The development of a method of issuing an ID card to a new Auxiliarist will be explored and pends better assessment and determination of the shutdown's expected duration.

g. Activity Reporting.

- (1) While the lack of AUXDATA II availability should not result in curtailment of most Auxiliary activities and the associated capture of activity data, it will clearly result in the backlogging of that data.
- (2) Auxiliarists should record their activity data on forms as normal (e.g., Member Activity Log form ANSC-7029; Mission Activity Report form ANSC-7030; Recreational Vessel Examination Activity Report form ANSC-7038), process their forms in accordance with regional procedures, and retain a copy for future reference if needed.

- (3) The information from such reports will understandably be backlogged by an Auxiliarist's normal data entry point until AUXDATA II is once again available.

h. Nominating Committees and Election Eligibilities.

- (1) As exemplified in ALAUX 032/25, Auxiliary division and flotilla nominating committees should extract and download all necessary information to determine the eligibility of all potential candidates for their upcoming elections as soon as possible and no later than September 15.
- (2) Nominating committees should contact their respective Division or Flotilla Staff Officer for Information Services (SO-IS/FSO-IS) for assistance as needed.

- i. Qualification and Currency Maintenance Waivers. The need to grant waivers for qualification or currency maintenance in Auxiliary disciplines is being considered but pends better assessment and determination of the shutdown's expected duration.

5. Though a clearly difficult and untimely challenge, the prospect of a temporary AUXDATA II shutdown is well within the Auxiliary's ability to handle. Resiliency, flexibility, and commitment have always been the hallmarks of Coast Guard Auxiliary service. Your staunch dedication to sustaining that service is tremendously appreciated and understood throughout the Coast Guard.

6. Internet release is authorized.

Sincerely,

Brent R. Schmadeke  
Captain, U.S. Coast Guard  
Chief, Office of Auxiliary and Boating Safety (CG-BSX)

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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 II.\*\*\*

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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).

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