



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

09 APR 2024
FM: CHDIRAUX
TO: ALAUX
ALAUX 016/24

Subj: PROMULGATION OF THE AUXILIARY FINANCIAL AND MATERIALS
CONTROL STANDARD OPERATING PROCEDURES

Ref: (a) Auxiliary Financial and Materials Controls Standard Operating Procedures,
AUX-SOP-008(B)
(b) Auxiliary Financial Controls Standard Operating Procedures, AUX-SOP-008(A)

1. This ALAUX announces promulgation of reference (a). It supersedes reference (b).
2. Key highlights include:
 - a. Additional detail and clarity are provided pertaining to the expectations about grant management and the interaction between Auxiliary units and the Coast Guard Auxiliary Association, Inc. regarding grants.
 - b. Affinipay is approved as the third authorized system along with PayPal and Square for use to accept payments.
 - c. Extensive additional detail and clarity are provided pertaining to the unit's finance and materials reports and records. This includes extension to April 1 for delivery of these annual end-of-year reports to the Director of Auxiliary (DIRAUX) and exemption from the provisions of this SOP of any equipment or property that is subject to Rescue and Survival Systems (R&SS) management under the purview of the DIRAUX.
 - d. Extensive additional detail and clarity are provided pertaining to the conduct of finance and materials audits, and a detailed Audit Committee Guide is provided as its own appendix.
3. Similar to the promulgation of reference (b), an SOP familiarization module is being developed and will soon be provided to District Staff Officers for Finance and Materials (DSO-FN and DSO-MA). Point-of-contact for module development is Auxiliarist Donna Miller, Seventh District DSO-FN.
4. No paper distribution will be made of this SOP. An electronic version will be posted on the Chief Director of Auxiliary section of the Coast Guard Auxiliary web site:

<https://www.uscgaux.info/content.php?unit=BX-GROUP&category=sop>. If the cited web link does not work, then access should be attempted by copying and pasting or typing the web site address into the user's internet browser.

5. Internet release is authorized.

Respectfully,

S. J. Minutolo
Chief Director of Auxiliary, Acting

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.