



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

23 SEP 2025
FM: CHDIRAUX
TO: ALAUX
ALAUX 034/25

Subj: GUIDANCE FOR AUXDATA II TEMPORARY SHUTDOWN AND REACTIVATION

1. ALAUX 033/25 of September 5, announced the temporary AUXDATA II shutdown on September 20 due to the need to modify some aspects of AUXDATA II's service contract renewal package that wasn't completed prior to its contract expiration date on September 19. We are happy to announce that the contract renewal package has been completed, and the new contract will be awarded on September 24. As a result, AUXDATA II will be reactivated on the morning of September 24, and availability is expected to be fully restored to all Auxiliarists later that afternoon.

2. The Coast Guard's C5I Service Center and the Auxiliary's national information technology staff successfully backed up the data from AUXDATA II and gap reports were successfully created. These Auxiliary gap reports can be accessed at <https://wow.uscgaux.info/content.php?unit=U-DEPT&category=gap-reports>, via the Member Only Zone.

3. The following guidance is provided during this temporary shutdown and will remain in effect until such time as AUXDATA II is restored on the afternoon of September 24:

a. AUXDATA II Data Input. No data input will be allowed during the temporary shutdown time. Once the contract is awarded on September 24, access will be limited to designated national level system administrators in the morning until we ensure AUXDATA II availability is fully restored then open to everyone for data input later in the afternoon.

b. Patrol Order Management. Any gap in AUXDATA II availability will result in delays in patrol order and claim processing. The Coast Guard Financial Service Center has provided a way to process manual patrol orders and claims, but it is considerably slower completion than with AUXDATA II operable. Your cognizant District Director of Auxiliary (DIRAUX) office has been provided with the information to process manual patrol orders as needed. ALAUX 033/25 of September 5 addressed FY25 AUXDATA II patrol order closeouts which should have already occurred.

(1) 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 remains operable based on the static roster of Auxiliarists as of September 19. Handling of new Auxiliary enrollees is addressed in the next few sections.

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 the 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 due to the short duration of the shutdown. 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 remains 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. 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. Due to the short duration of the AUXDATA II shutdown, we will not be issuing interim member ID numbers to new enrollees. New member ID numbers will be issued when AUXDATA II availability is restored.

(2) Auxiliary ID cards will still be able to be generated in DIRAUX offices for Auxiliarists who have already been entered in AUXDATA II. Since new Auxiliary enrollees will not be able to be entered into AUXDATA II during its short 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). New Auxiliarists will not be issued an Auxiliary ID card due to the short duration of the AUXDATA II shutdown. New Auxiliary ID cards will be issued when AUXDATA II availability is restored.

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 availability is restored.

h. Nominating Committees and Election Eligibilities.

(1) As exemplified in ALAUX 032/25 and ALAUX 033/25, Auxiliary division and flotilla nominating committees should have extracted and downloaded all necessary information to determine the eligibility of all potential candidates for their upcoming elections, no later than September 15.

(2) Election eligibility is also available as part of the Auxiliary gap reports located at <https://wow.uscgaux.info/content.php?unit=U-DEPT&category=gap-reports>, via the Member Only Zone.

i. Qualification and Currency Maintenance Waivers. The need to grant waivers for qualification or currency maintenance in Auxiliary disciplines should not be needed considering the short duration of the shutdown however we will address on a case-by-case basis if needed.

4. I would like to personally thank all those involved with the data back up and with the creation of the Auxiliary gap reports. A lot of planning and hard work went into getting ready for this temporary shutdown of AUXDATA II. Bravo Zulu!

5. Internet release is authorized.

Sincerely,

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

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.
