



26 JAN 2022
FM: CHDIRAUX
TO: ALAUX
ALAUX 005/22

Subj: AUXDATA II - RESUMING PATROL ORDER PROCESSING

1. All testing and interfacing of AUXDATA II (ADII) and the Financial Systems Modernization Solution (FSMS) has been successful. The FSMS cutover period that began 01 October 2021 concluded on 26 January 2022. ADII is resuming normal operations.
2. Patrol orders with patrol dates **on or after 01 October 2021** that were entered in ADII or issued via paper copy should now be entered into ADII for approval, completion, claims processing, and cancellations. Do not enter cancelled paper patrol orders in ADII.
3. In order to receive reimbursement for actual patrol expenses incurred during the FSMS cutover period, all corresponding patrol orders must be entered into ADII no later than 31 March 2022.
4. Information will be provided later for processing patrols conducted prior to 01 October 2021. Order Issuing Authorities (OIA) shall not approve any patrols with a patrol date prior to 01 October 2021.
5. When a patrol lead or facility owner requests patrol orders in ADII, they must include estimated reimbursable expenses. The OIA will perform a “Funds Check” during its approval process to ensure that funds are available to cover the estimated reimbursable expenses. When completing patrol orders, the patrol lead or facility owner must then include the final actual reimbursable expense amount and comment if that amount exceeds the initial estimate by 10% or more.

6. “How to Guides” have been developed to help assist members and OIAs in the patrol request and approval process. To view/download these guides go to: AUXDATA II / Files / Libraries / USCG Auxiliary Guides.

Filenames:

1. Patrol Orders – How to Request in AUXDATA II Nov 2021 Patrol Orders, and
2. How To Complete Claim and Patrol Activity Logs in AUXDATA II Nov 2021.

The guides will also be available at [CGAUX.ORG > AUXDATA II > Member How To](#)

7. Internet release is authorized.

*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.