

To: ALAUX
From: CHDIRAUX
Subj: DIRECT DEPOSIT (DD) AND ELECTRONIC FUNDS TRANSFER (EFT) REQUIREMENT
FOR AUXILIARISTS -032/007

1. The Coast Guard makes payroll and claim reimbursements to personnel through its Direct Deposit (DD) program (this includes claims for travel, damages, official expenses). DD is required for all Coast Guard active duty, Reserve and civilian personnel. It allows the Coast Guard to effect payments and reimbursements via an Electronic Fund Transfer (EFT) quickly, securely, and directly to the bank account specified by the individual/claimant. This eliminates a lot of time, cost, and administrative overhead associated with processing, printing, and mailing payroll and reimbursement checks.

2. Effective January 1, 2008, Direct Deposit will also become mandatory for Auxiliarists. In order to receive reimbursements from the Coast Guard for expenses associated with patrols, official travel, or any other claims (e.g. - equipment damage) after that date, an Auxiliarist will have to have established DD service. Establishing DD service is open to any and all Auxiliarists. Auxiliarists who have already established DD service with the Coast Guard do not have to take any action.

3. Direct Deposit can be most easily established by enrolling on the Coast Guard Finance Center (FINCEN) web site at: www.fincen.uscg.mil/aux_info.htm (select the "EFT/ACH Enrollment Form" option, fill in the blanks, and electronically submit the form directly to FINCEN). An EFT enrollment form is also available in Appendix G of the Auxiliary Manual (page G-56) and in the Forms section of the Auxiliary web site at: <http://forms.cgaux.org/forms.html> (use form FMS-2231-CGAUX).

In accordance with instructions on the electronic form, it can either be faxed to FINCEN (ATTN: T-16) at (757) 523-6769, or it can be mailed to FINCEN at:

Commanding Officer (opc-5c)
U.S. Coast Guard Finance Center
1430A Kristina Way
Chesapeake, VA 23326-1000