



AUXILIARY OPERATIONS PROCESS GUIDE

VOLUME III: TELECOMMUNICATIONS

Proud Traditions – Worthy Missions



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TELECOMMUNICATIONS

- Ref:
- a. *Auxiliary Operations Process Guide: Volume I*, AOPG 16798.31 (series)
 - b. *Boat Crew Qualification Handbook, Volume 6 – Watchstander* –BQH 16115.6 (series)
 - c. *Communications Manual, COMDTINST M2000.3* (series)
 - d. *Auxiliary Operations Process Guide: Volume II*, AOPG 16798.32 (series)
 - e. *Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3* (series).
 - f. *Radiotelephone Handbook CGTTP 6-01.1*
 - g. *Radiotelephone Handbook CGTTP 6-01.2*

1. PURPOSE.

- a. This Process Guide prescribes overarching policy for Auxiliary telecommunication operations. It applies to all members of Coast Guard Forces who are involved with Coast Guard Auxiliary Telecommunication operations, including Auxiliarists, and military and civilian personnel.
- b. Every effort has been made to make this Process Guide useful and applicable to all aspects of Auxiliary telecommunications operations. In situations where this Process Guide does not address a specific organizational construct or relationship and the application of a particular provision is unclear, users should seek clarification from their reporting senior and advise the Office of Auxiliary and Boating Safety, Commandant (CG-BSX), through their unit's chain of command to clarify the provision in question.

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, chief of headquarter directorates must comply with the policies contained.

3. AUTHORIZED RELEASE. Internet Release is Authorized.

4. DIRECTIVES AFFECTED.

- a. Auxiliary Operations Process Guide: Volume III – Telecommunications – AOPG 16798.33A is cancelled.
- b. Auxiliary Communications Program Standard Operating procedures dated 21 March 2016 is cancelled.

5. DISCUSSION. This Process Guide provides guidance to Auxiliary Telecommunication Operations. The Process Guide shall be used as a guide for Auxiliary operational missions, planning and requirements. No provision in this Process Guide relieves personnel of their duty to use sound judgment or to take such emergency action as the situation may demand. When the need arises, the Office of Auxiliary and Boating Safety, Commandant (CG-BSX) may issue special instructions or waivers.
6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES.
 - a. Updated to include the policy specified in Auxiliary Communications Program - Standard Operating Procedures dated 21 MAR 2016.
 - b. Remove Memorandums of Understanding (MOUs) and Memorandums of Agreement (MOAs) throughout and replaced with Letter of Intent (LOI).
8. SCOPE AND AUTHORITIES. It is recommended the reader become familiar with the directives and publications noted throughout this Handbook.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Auxiliary and Boating Safety, Commandant (CG-BSX) reviewed this Process Guide, and the general policies contained within and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Process Guide will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
10. DISTRIBUTION. No paper distribution will be made of this Process Guide. An electronic version will be located on the Office of Auxiliary and Boating Safety (CG-BSX) SharePoint intranet site: <https://uscg.sharepoint-mil.us/sites/cg-bsx/cgbsx1/SitePages/Home.aspx> and posted on the Chief Director of Auxiliary section of the Coast Guard Auxiliary web site: <https://wow.uscgaux.info/content.php?unit=BX-GROUP>. All web sites in this guide are the most current available. 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.
11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center SharePoint site at: <https://uscg.sharepoint-mil.us/sites/cg61/CG611/SitePages/Home.aspx>

12. **FORMS/REPORTS.** The Coast Guard forms called for in this Process Guide are available on the intranet at <https://play.apps.appsplatform.us/play/e/default-369ba0d5-02cb-4d2f-94fd-9212cc24b78c/a/449d74ad-9685-44e3-934b-46c72a05e1a2?tenantId=369ba0d5-02cb-4d2f-94fd-9212cc24b78c&source=portal> Coast Guard Auxiliary forms can be found at <http://forms.cgaux.org/>

/B. Schmadeke/
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Chief, Office of Auxiliary and Boating Safety

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CHAPTER 1

Introduction

Introduction

The Auxiliary is an organization of volunteers promoting boating safety and supporting Coast Guard units and missions. The Auxiliary also provides support to state and local agencies and the boating public. The U.S. Coast Guard recognizes and highly respects all Auxiliarists who so generously donate their skills, time, and resources to support the full spectrum of Coast Guard operations and operational support missions. As such, the U.S. Coast Guard takes great pleasure in presenting this Auxiliary Operations Process Guide to the volunteers of the U.S. Coast Guard Auxiliary.

In this Chapter

This chapter contains the following sections:

Section	Title	Page
A	Purpose of this Process Guide	1-2
B	How to Use this Process Guide	1-2



Section A. Purpose of this Process Guide

Introduction

The Process Guide prescribes policy and doctrine requirements for Coast Guard Auxiliary, as well as Active duty, in Auxiliary telecommunications.

In this Section

This section contains the following information:

Title	Page
Procedures	1-2
Updates and Changes to this Process Guide	1-2

A.1. Procedures

The Process Guide is fashioned to guide Operational Commanders (OCs), Directors of Auxiliary (DIRAUX), Operational Training Officers (OTO), Order Issue Authorities (OIA), Commanding Officers (CO)/Officer in Charge (OIC) and Auxiliary members. This Process Guide is one of a series of Process Guides that support Auxiliary Operations.

In situations where this Process Guide does not address a specific organizational construct or relationship and the application of a particular provision is unclear, users should seek clarification through their Chain of Leadership and Management (COLM) to the Office of Boating Safety and Auxiliary, Commandant (CG-BSX) to clarify the provision in question.

The diverse nature of operations by the Coast Guard Auxiliary also means that this Process Guide cannot and is not intended to cover every contingency that may arise. Ultimately, successful operations require the exercise of good safety practices, sound judgment, risk management, and common sense at all levels of command.

A.2. Updates and Changes to this Process Guide

Proposed changes to this Process Guide shall be submitted to the Office of Boating Safety and Auxiliary, Commandant (CG-BSX-12), via the Response Directorate, through the requesting member's COLM. CG-BSX has the ultimate approval authority.



Section B. How to Use this Process Guide

Introduction

Each chapter that follows in this Process Guide includes a table of contents which is divided into sections.

In this Section

This section contains the following information:

Title	Page
Chapter Layout	1-3
Warnings, Cautions, and Notes	1-3
Should vs. Shall	1-4
Forms	1-4

- B.1. Chapter Layout** (01) The first page of each chapter includes an *Introduction* and an *In this Chapter*.
- (02) The first page of each section includes an *Introduction*, an *In this Section*, as applicable.
- (03) In the left column of each page are block titles, which provide a descriptive word or phrase for the corresponding block of text to the right.

B.2. Warnings, Cautions, and Notes

The following definitions apply to “Warnings, Cautions, and Notes” found throughout the Process Guide.

WARNING

Operating procedures or techniques that must be carefully followed to avoid personal injury or loss of life.

CAUTION !

Operating procedures or techniques that must be carefully followed to avoid equipment damage.

NOTE

An operating procedure or technique that is essential to emphasize.



B.3. Should vs. Shall To clarify guidance in this Process Guide revision, the terms “should” and “shall” are applied meticulously, so that – when applied in phrases of direction – “should” indicates a recommended course of action, whereas “shall” indicates a mandatory course of action. Personnel shall consider the full contextual circumstances in any paragraphs that contain these words.

B.4. Forms

Various Coast Guard forms and reports required for Auxiliary operations may be found and printed at: [Auxiliary Staff Forms Warehouse \(cgaux.org\)](http://cgaux.org). This summary does not include forms required for other agencies, such as the FCC or NTIA, to meet Auxiliary operational standards.

- (01) Radio Facility Inspection and Offer for Use Form (ANSC- 7004)
- (02) Report of Violation of Radio Regulations or Communications Instructions Form (CG-2861)
- (03) Coast Guard Auxiliary Patrol Orders Form (CG-5132)
- (04) Activity Report - Mission Form (ANSC-7030)
- (05) Frequency Authorization Request Form (CG-6086)

In addition, electronic versions of some of these and other forms may be found in the AUXDATA II system, and may be used, or required, in the approval processes.



CHAPTER 2

Purpose and Responsibilities

Introduction

This chapter describes the overall purpose and responsibilities of the Coast Guard Auxiliary Telecommunications System.

In this Chapter

This chapter contains the following sections:

Section	Title	Page
A	Auxiliary Communications System	2-2
B	Responsibilities	2-6



Section A. Auxiliary Communications System

Introduction

The Auxiliary Communications System (ACS) consists of the Auxiliary communications hardware, software, operators, and procedures. The ACS provides the Coast Guard radio and cellular based capabilities including normal, surge, disaster, and contingency communications.

ACS hardware includes fixed land stations, land mobile stations, radio direction finder (RDF) stations, radio repeaters, transportable and portable radios, that have been accepted by the Director as facilities, and operators of these facilities.

NOTE

Radios installed on surface and air facilities are not separate facilities in themselves and their operation is included in crew training.

In this Section

This section contains the following information:

Title	Page
Purpose	2-2
Radio Equipment	2-2

A.1. Purpose

The following are the primary purposes of the Auxiliary Communications System:

1. Coordinating authorized Auxiliary activities in support of Coast Guard operations.
2. Augmenting the Coast Guard communications system, when required.
3. Communicating urgent matters of official Auxiliary business.
4. Training.
5. Assisting national resources in time of disaster.

A.2. Radio Equipment

Radio equipment represents all transmitters, receivers, antennas, and related equipment at a common location with common ownership used as part of the Auxiliary Communications System. Radio equipment of the same type (e.g., FM VHF Land) at a location share a common facility ID and call sign. Auxiliarists may not use any single radio for more than one facility. A radio facility is operational if it passes the facility inspection, the owner offers it for use, and the Director accepts the facility. Radio



Repeaters, HF/MF facilities and telecommunications links may require further approvals and separate facility ID and call sign assignment.

A.2.a. VHF Radio Facilities

The very high frequency (VHF) telecommunications program provides a short-range infrastructure communications system for use between:

- Coast Guard and Coast Guard Auxiliary Units
- Coast Guard Auxiliary Operational Facilities and mobile units to support various Coast Guard missions where constant and reliable communication is vital.
- Auxiliary unit leadership and members for the timely dissemination of information

Secondarily, this system can be used to supplement existing Coast Guard VHF communications by utilizing frequencies assigned to the Coast Guard Auxiliary and radio sites independent of Coast Guard units for “Contingency” operations.

The District Director’s office is the acceptance authority for all VHF radio facilities. Members who meet the criteria for TCO certification may submit an Offer for Use Form. (ANSC-7004) to their CM Officer for inspection and subsequent review by the District Director’s office

A.2.b. HF Radio Facilities

The high frequency telecommunications program provides an infrastructure-independent communications system for use within and between Districts designed for support of Auxiliary operations during periods when normal communications resources may not be available, that is, “Contingency” operations.

Stations and operators authorized to participate in this program may also:

1. Participate in CG Auxiliary HF net activity.
 2. Upon request of net control stations, participate in drills and other communications tests and training.
 3. When specifically designated by the Auxiliary HF Program Coordinator, participate in other government communications networks such as SHARES.
 4. When specifically designated by CG commands or by the Auxiliary HF Program Coordinator:
 - a. Supplement CG communications assets.
 - b. Provide “guard” communications services.
 - c. Participate in activities such as AUXMON and AUGCOM.
-



Stations authorized to operate in the program are organized into a series of “nets” each of which covers a designated geographic area.

Three modes of operation are normally utilized on designated HF channels. These modes are:

- Single Side Band Voice,
- Automatic Link Establishment,
- Data, including digital imagery

All HF frequencies authorized to the Auxiliary are available for any of these modes as long as power (maximum 1000 watts for fixed stations, maximum 200 watts for aircraft stations, and maximum 500 watts for all other stations) and bandwidth limits (less than or equal to 3 kilohertz) are observed.

Inspection and approval of stations as participants in the Auxiliary HF Program begins with acceptance of VHF facilities by the DSO-CM and the DIRAUX of individual Districts. For applicants for HF operation, following DIRAUX approval of the VHF station application, the Telecommunications Division of the National Response Department shall review each submission, and upon verification shall assign a call sign, add that station to the list of HF participants, and send a message verifying HF authorization to the applicant and to the appropriate DSO-CM; DIRAUX and CG-652.

Due to the international nature and complications of HF operation, certification of individuals as qualified High Frequency operators is required. Certification may be granted to members who:

1. Have successfully completed the Telecommunications Operator (TCO) Personal Qualification Standard (PQS),
2. Are recommended by the DSO-CM in a district in which they operate.

A.2.c. Fixed Land Radio Facility

A fixed land radio facility is radio equipment that an Auxiliarist or Auxiliary unit operates at a fixed location (home, garage, office, etc.) and includes a building or trailer that exclusively houses such equipment. It may or may not have RDF capabilities. With Director approval, a fixed land radio facility can be temporarily relocated.



A.2.c.1. Transportable Station	A transportable station is a type of fixed land radio facility which can be transported to various locations but is not used while moving. It may or may not have RDF capabilities. A transportable station requires Director approval for any operating location (including callsign assignment for that location). Normally a transportable station is ready for emergency deployment but is not in day-to-day use (not used at a permanent location).
A.2.d. Land Mobile Radio Facility	A land mobile radio facility is radio equipment that an Auxiliarist can operate while in motion (e.g., in a vehicle, walking, etc.). It may be installed in a vehicle or portable. It may or may not have RDF capabilities.
A.2.e. RDF Radio Facilities	RDF refers to receivers that determine a bearing (line of position) to a marine VHF-FM transmitter on a particular channel. RDF facilities are those facilities with direction finding capability, separate and independent of any other facility, and where land line or other non-marine communications are available. Units meeting the accuracy, range, and scope of direction-finding requirements of Chapter 3, Section A, paragraph A.7. are eligible for facility status. An RDF station is essentially a receiving station with a link to pass lines-of-position, where a fixed land or land mobile station with RDF capability is a full-function station with complete transmitting capability.
A.2.f. Portable Radios	Portable radios are radio equipment that an Auxiliarist can hand-carry and operate by means of a self-contained antenna and power source.
A.2.g. Radio Repeaters	Radio Repeaters are radio equipment generally installed at a fixed location with the purpose of receiving and retransmitting radio signals within a geographic area. They may be operated by individuals or Auxiliary units for support of authorized communications. The installation includes the radio equipment, antennas, feedline and towers or structure on which the antenna is mounted. The tower or structure usually is licensed from the owner, or its use donated to Auxiliary use with DIRAUX approval.



Section B. Responsibilities

Introduction

This section describes the responsibilities and general requirements for the administration of Auxiliary telecommunications.

In this Section

This section contains the following information:

Title	Page
Communications Command (COMMCOM) Responsibilities	2-6
Auxiliary National Telecommunications Staff	2-6
District Commander Responsibilities	2-7
Director Responsibilities	2-7
Branch Chief Responsibilities	2-7
Radio Operator Responsibilities	2-7
Letter of Intent (LOI)	2-8
Assignments and Call Signs	2-8
Communications Drills	2-8

B.1. Communications Command (COMMCOM) Responsibilities

The Coast Guard Communications Command (COMMCOM) is responsible for management of the national Auxiliary Communications System, especially High Frequency assignments. This includes such activities as augmentation, force multiplication, contingency communications support, training, and drills. Auxiliary facilities may use one or more frequencies designated by COMMCOM for specific authorized Auxiliary activities.

B.2. Auxiliary National Telecommunications Staff Responsibilities

The National Communications Division (part of the Response Directorate) is responsible for the creation and maintenance of appropriate personal qualification standards relevant to network activities, and management of their efforts and the communications networks. The Division provides training guidance, exercise opportunities, and training materials for the use of the operators and District Staff Officers for Communications (DSO-CM).

The Nation Telecommunications Staff is responsible for management of operations and training of the Auxiliary Communications System. They validate and establish call signs for Auxiliary HF radio facilities and coordinate with COMMCOM and Spectrum Management and Communications Policy Division, Commandant (CG-672) for facility management and network operations



B.3. District Commander Responsibilities

The District Commander is responsible for control and administration of the Coast Guard Auxiliary district communications network. This includes such activities as training and drills. Auxiliary facilities may use one or more frequencies designated by the District Commander for specific authorized Auxiliary activities. These activities include regattas, coordinated marine safety efforts, patrols, drills, training, emergency operations and administration

B.4. Director Responsibilities

In addition to the Director responsibilities in reference (a), the Director must, under the guidelines set by the Coast Guard district telecommunications staff:

1. Coordinate general supervision over Auxiliary communications.
2. Accept or reject radio facility inspections.
3. Encourage Auxiliary Communications System development to the maximum level of effectiveness.
4. Keep a current listing of available Auxiliary facilities with communications capability.
5. Promulgate the approved VHF radio call sign numbering system.
6. Properly record radio facility inspections, and radio equipment on vessels and aircraft, in AUXDATA. The information recorded in AUXDATA can be used to generate an electronic list of Coast Guard Auxiliary radio emitters for federal coordination purposes.

Directors may authorize the use of the Federal Telecommunications Systems (FTS) and local Coast Guard landline voice and data systems for relay of official Auxiliary administrative messages. Directors may also issue telephone calling cards to selected Auxiliarists to relay official Auxiliary communications.

B.5. Branch Chief Responsibilities

The Coast Guard District Telecommunications branch chief (DT) must coordinate with the Director the use or distribution of Coast Guard supplied radio equipment to Auxiliarists

B.6. Radio Operator Responsibilities

Auxiliary Radio Operators shall maintain their currency in Telecommunications Operator (TCO) or CG Communications Watchstander (CWS) qualifications. They shall adhere to the requirements of the Coast Guard and Auxiliary Telecommunications Programs and any applicable FCC and NTIA regulations. Only these members are authorized to own or operate Auxiliary radio facilities, other than radio equipment installed as part of vessel or air facilities



B.7. Letter of Intent (LOI)

A LOI with other agencies or organizations may provide for specific procedures and frequencies for use by Auxiliary facilities for authorized Auxiliary activities.

B.8. Assignments and Call Signs

Coast Guard and Auxiliary communications plans may include frequency assignments and Auxiliary call signs. If not, then they must reference publications that contain such data.

B.9. Communications Drills

Each Auxiliary district/region must conduct communications drills, at least quarterly. Operators of facilities must conduct these drills using the guidelines issued by the Coast Guard district telecommunications branch or by Auxiliary National Telecommunications staff.



CHAPTER 3

Telecommunications Program

Introduction

This Chapter provides information and guidance related to Auxiliary telecommunications

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	Offer and Acceptance of Facilities(Radio)	3-2
B	Facility Inspections (Radio)	3-6
C	Administration/Training	3-8
D	Operations	3-12
E	Radio Call Signs	3-19
F	Radio Logs	3-21
G	Reporting Radio Violations	3-23
H	Authorized/Required Frequencies and Radiotelephone Communications	3-24
I	Authorized/Required Frequencies	3-26



Section A. Offer and Acceptance of Facilities (Radio)

Introduction

In addition to the requirements for Offer and Acceptance of facilities and inspections in reference (a), the requirements outlined in this section and [Section B](#) must be followed for the Auxiliary to officially obtain use of a facility(radio) offered for operations.

In this Section

This section contains the following information:

Title	Page
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Director Acceptance of Auxiliary Radio Facility	3-2
Equipment Capabilities	3-3
Portable Radios	3-3
Auxiliary Unit Owned Radio Station	3-4
Technical Requirements	3-4
Portable or Mobile RDF Receivers	3-5
Summaries of Offer for Use Form	3-5

A.1. General

Any radio station or RDF station, while assigned to Coast Guard duty, is a Coast Guard radio station and a “government station” within the meaning of 14 U.S.C. § 829.

A.2. Offer for Use Form

Auxiliarists offering facilities (radio) must complete, sign and submit in AUXDATA II the current, Radio Facility Inspection and Offer for Use Form (ANSC- 7004). (see Chapter 1, Section B, paragraph [B.3](#)). The submitted inspection will be approved or rejected by each approver and Director’s office.

NOTE

Offers for use may not be accepted from retired Auxiliarists.

A.3. Director Acceptance of Auxiliary Radio Facility

To operate as a government station, the Director must accept an Auxiliary radio station for use as a radio facility or the radio equipment must be onboard an accepted surface or aircraft facility.

Directors may accept RDF stations as facilities if they meet the following criteria:



-
1. The location of the station must be close to assigned patrol areas. The station must also provide accurate DF support to operational facilities working in the patrol area.
 2. Stations must have land line or non-marine band communications capability to relay lines of position (LOPs) and fixes. Operators may not pass LOPs and fixes on marine VHF-FM channels unless specifically requested by an OIA.
 3. Two or more stations operating together to form a network must appoint one station as the plot station. Each station in the net must provide the plot station with their geographical coordinates. The plot station will receive LOPs, plot positions, and report the fix coordinates to the OIA. The plot station must give the cognizant Coast Guard authority all LOPs, a fix if available, and other information as soon as possible.
 4. The owner must show non-marine band radios that operate on an authorized Auxiliary frequency on their Radio Facility Inspection and Offer for Use Form (ANSC-7004). (See Chapter 1, Section B, paragraph [B.3](#)). Acceptance by the Director of the RDF station will also authorize use of the supporting radio. The support radio is not an independent radio facility, but Auxiliarists must operate it under current Coast Guard procedures.
-

A.4. Equipment Capabilities

Fixed land, land mobile, transportable, vessel, and aircraft facilities must include marine band VHF-FM capability on the local authorized working channels. The Director may grant a waiver to a facility on a case-by-case basis. RDF facilities and Auxiliary FM repeaters are exempt from this requirement. Radio equipment (including RDF capability) must meet the technical requirements of Chapter 3, Section A, paragraph [A.7](#).

A.5. Portable Radios

A Director may certify a portable radio as the primary radio aboard a facility if that Director determines a portable radio is appropriate for the facility's missions. The Director may require additional antenna, power, or other capabilities to augment the performance of a basic portable radio.

Portable radios may be assigned as facilities for use as part of a repeater network, for contingent or emergency operations, or authorized group activities.



A.6. Auxiliary Unit Owned Radio Station

Auxiliary unit owned radio stations must adhere to the requirements in this section, including being inspected, being offered for use (and accepted by the Director), adhering to all operator requirements, and displaying the facility decal. The required documents (e.g., Radio Facility Inspection and Offer for Use Form (ANSC-7004)) (see Chapter 1, Section B, paragraph [B.3](#)) shall be signed on the unit's behalf by the Auxiliary unit leader owning the radio station. Auxiliary units are also authorized to own non-mobile trailers that exclusively house the radio station. The information pertaining to the trailer will be provided on the Radio Facility Inspection and Offer for Use Form (ANSC-7004) (see Chapter 1, Section B, paragraph [B.3](#)) in the "Description of Station Location" block. Auxiliary unit owned radio stations:

1. May only be used for authorized Coast Guard Auxiliary missions, including training, in accordance with the provisions of paragraph [A.3](#) of this section.
2. Must meet and be granted facility status in accordance with this section to ensure continued liability protection. This requirement is most important for units that own non-mobile trailers as part of the radio station.
3. Are always on call and subject to activation throughout the year by the OIA. The operational parameters, including method of activation and call-up of Auxiliary watchstanders, should be the subject of an MOU or OPORDER.
4. Mobile communications facilities shall incorporate certain equipment as specified by the Telecommunications Division of the Response Directorate.

A.7. Technical Requirements

For a fixed land, land mobile, or RDF radio station to qualify for facility status, it must meet all facility, frequency, and inspection requirements. Radios aboard vessel and aircraft facilities must meet frequency and inspection requirements. Technical requirements for radio equipment varies depending upon the frequency band of the radio and where the radio is used.

NOTE

The District Commander may authorize frequency usage requiring radios not otherwise described here. Such radios must meet district commander technical requirements.



A.7.a Radios in Aircraft	FAA-required radios on aircraft facilities must meet FAA and FCC requirements. Any radios installed or operated in aircraft must follow FAA regulations for installation and usage in an aircraft. Wireless telephone usage must follow FCC regulations (which may prohibit use of wireless telephones in aircraft because of altitude affecting multiple cellular sites).
A.7.b. Marine Band Radio	Marine band VHF-FM radios must either be explicitly FCC Part 80 Type Accepted or be properly programmed radios that meet National Telecommunications and Information Administration (NTIA) wideband specifications and can be power limited on all marine VHF-FM channels to 25 watts maximum power and 1-watt on Marine Channel 13.
A.7.c. Non- Marine Band Radios	Non-marine band VHF-FM radios (138-144MHz, 148-174MHz) must meet NTIA specifications for narrowband operation or be FCC Part 80 or Part 90 certified.
A.7.d. Non-Compliant Radios	Non-NTIA compliant radios may not be accepted as Auxiliary facilities.
A.7.e. HF and MF Radios	High frequency (HF) and medium frequency (MF) radios must either be FCC Part 80 Type Accepted or meet NTIA HF/MF specifications.
A.7.f. Fixed Site RDF Receivers	Fixed site marine VHF-FM radio direction finding receivers must meet the following requirements: <ol style="list-style-type: none">1. Antenna height must provide a minimum reception range of 10 nautical miles.2. The arc of unobstructed direction finding must be a minimum of 130 degrees with no reflected signals noted. The operator must orient the station to cover the anticipated area of transmissions.3. Demonstrated bearing error does not exceed plus or minus 5 degrees within the service arc.
A.8. Portable or Mobile RDF Receivers	Portable or mobile marine VHF-FM radio direction finding receivers provide inherent difficulty in measuring direction finding performance. Bearing error with the receiver stationary should not exceed plus or minus 5 degrees.
A.9. Summaries of Offer for Use Form	Offer for Use forms shall be uploaded into the facility (radio) record in AUXDATA II as specified by the Director. Paper copies of Offer for Use form may be retained by the local Director's office.



Section B. Facility Inspections (Radio)

Introduction

This section provides guidance on inspection of radio facilities and assorted equipment.

In this Section

This section contains the following information:

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Owner Responsibility	3-6
Authorized Inspectors	3-6
Unauthorized Inspections	3-6
Inspection Requirements	3-7
Inspection Results Report	3-7
Land Mobile Owners	3-7

B.1. Initial and Reinspection

The facility owner must arrange to conduct an initial inspection of each fixed land, land mobile, repeater, transportable, portable and RDF facility and, thereafter, a reinspection every three years from the date of acceptance. The Auxiliary must complete all inspections following the initial inspection before the expiration date of the facility's acceptance for use for the facility to continue operation. Tri-annual inspections must occur and be approved 90 days prior to the station's expiration date to continue operation.

B.2. Owner Responsibility

The owner of inspected radio equipment is solely responsible for the proper and timely maintenance and inspection of equipment.

B.3. Authorized Inspectors

Only a Flotilla, Division, District, or National Communications Staff Officer who has successfully completed the requisite Auxiliary Telecommunications Operator (TCO) qualification, or a member completing such qualification and specially designated by the Director, may conduct an inspection.

B.4. Unauthorized Inspections

Auxiliarists may not inspect their own radio equipment, radio equipment of which they are partial owners, or radio equipment owned by members of their immediate family.



B.5. Inspection Requirements

The following inspection procedures apply to inspection of radio facilities and associated equipment:

1. Inspections of radio facilities, and of radio equipment on vessels and aircraft, shall validate presence of any required equipment and properly list equipment (including listing antennas for radio facilities) on the appropriate Inspection Form.
2. Fixed land radio facilities shall have the transmitter location (address and latitude/longitude) properly recorded.
3. Appropriate power supply and grounding shall be installed for safety and lightning protection.
4. Programmable equipment shall be confirmed for approved frequencies.
5. Technical requirements of the radio equipment should be verified. Where possible, a test should be made on all operating bands noting transmit power and voltage standing wave ratio (VSWR) between the transmitter and the antenna on that band. RDF equipment should have bearing accuracy measured and recorded.

B.6. Inspection Results Report

The inspector must report the results on the Radio Facility Inspection and Offer for Use Form (ANSC-7004) (see Chapter 1, Section B, paragraph B.3) through the DSO-CM to the Director. The inspector must record these results in AUXDATA II upon acceptance and upload a copy of the Inspection Report (ANSC-7004). Paper copies of Offer for Use form may be retained by the local Director's office.

B.7. Land Mobile Owners

Land mobile owners must carry a copy of their approved Radio Facility Inspection and Offer for Use Form (ANSC-7004) in the vehicle. The Inspection Form lists the basic radio unit as well as any supporting equipment. Carrying the approved form, along with the facility decal and the Auxiliarist's ID card, should satisfy any enforcement agency query as to why the equipment is in a vehicle (or being carried) and the purpose.



Section C. Administration/Training

Introduction

This section describes the responsibilities of facility owners.

In this Section

This section contains the following information:

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Authorized Operation for Radio Facilities	3-9
Authorized Operation for Vessel and Aircraft Facilities	3-9
Decal Display	3-9
Motor Vehicles	3-9
FCC License	3-10
Qualifications	3-10
Auxiliary Communications Watchstanders	3-11

C.1. Orders

Auxiliarists may be assigned to duty by active-duty Coast Guard commands or by appropriate Auxiliary elected or staff officers. When assigned by a Coast Guard unit, assignments may be by Patrol Order, Travel Order, or other methods such as OPORDER, Action Plan, Assignment Letter, or verbal or email instruction. When the assignment involves movement of facilities or personnel, then a Patrol Order or Travel Order shall be issued in accordance with reference (a).

When planning to “hold guard” for Auxiliary or CG facilities Auxiliary radio operations must be under orders from a Coast Guard OIA,

C.2. Facility Operators

Auxiliarists who meet the owner/operator requirements set forth in Chapter 3, Section C, paragraph [C.8.](#), may operate Auxiliary radio facilities on government frequencies. Other Auxiliarists under direct supervision of the owner/operator may also operate these facilities without meeting the requirements of Chapter 3, Section C, paragraph [C.8.](#) Compliance with regulations and procedures is the responsibility of the facility owner.

Active duty/reserve Coast Guard personnel may operate any Auxiliary VHF radio facility.



When assigned to duty, a radio operator should report time spent in operation via AUXDATA II. If multiple TCO operators are authorized, one shall be designated as LEAD and others as NON-LEAD.

**C.3. Authorized
Operation for Radio
Facilities**

Auxiliarists shall only activate Auxiliary fixed land, land mobile, transportable, portable and RDF facilities under one or more of the following conditions:

- For a mission ordered or scheduled by the Coast Guard.
 - When necessary to handle valid distress traffic.
 - While conducting technical tests to determine a facility's capability (e.g., facility inspection).
 - When necessary to contact a Coast Guard unit to determine if Auxiliary help is required.
 - When conducting net drills.
 - For assisting in time of disasters or national emergencies.
 - When necessary to conduct authorized Auxiliary activities as assigned by appropriate Auxiliary elected or Staff officers.
-

**C.4. Authorized
Operation for Vessel
and Aircraft
Facilities**

Radio equipped vessel and aircraft facilities may only operate on authorized government frequencies under one or more of the following conditions:

- For a mission ordered or scheduled by the Coast Guard.
 - When necessary to handle valid distress traffic.
 - While conducting technical tests to determine a facility's capability (e.g., facility inspection).
 - When necessary to contact a Coast Guard unit to determine if Auxiliary help is required.
 - When conducting net drills.
 - For assisting in time of disasters or national emergencies.
 - When necessary to conduct authorized Auxiliary activities as assigned by appropriate Auxiliary elected or Staff officers.
-

C.5. Decal Display

See reference (a), Chapter 6 for requirements.

C.6. Motor Vehicles

No permanent markings related to a land mobile radio facility may be made on the motor vehicle containing the radio equipment. No law enforcement lights or sirens are authorized. Any temporary safety lights



or equipment such as public address speakers must meet all local and state regulations for private motor vehicles.

C.7. FCC License

An Auxiliary facility does not require a Federal Communications Commission (FCC) license when operating while assigned to duty or when performing a mission directed by or scheduled by the Coast Guard. However, most Auxiliarists use their vessel or aircraft facilities for both non-government (e.g., recreation) and government (e.g., on orders) purposes. For that reason, Auxiliarists must have any FCC required licenses for the appropriate facility inspection. (Most recreational vessels are not required to have an FCC license.) If Auxiliarists use a specific facility exclusively for government purposes, the Director may issue a waiver of the facility inspection requirement to have an FCC required license. Auxiliarists who use fixed land and land mobile facilities in accordance with this Process Guide are considered government stations and, therefore, do not require FCC licenses.

- License applications to the FCC by Auxiliarists must not refer to any Auxiliary affiliation or equipment use for official government business.
- Auxiliarists must route all communications with the FCC about Auxiliary communication matters via the appropriate chain of leadership and management (via DSO-CM, then via DVC RT) to Commandant (CG-652). Auxiliarists are not to communicate directly with the FCC regarding official Auxiliary business.

C.8. Qualifications

Auxiliarists owning or operating radio equipment that is part of an Auxiliary facility must be qualified. Qualification training can be completed by meeting one or more of the following requirements:

- Successful completion of the requisite Auxiliary communications qualification, Telecommunications Operator (TCO).
- Completion of reference (b), at a Coast Guard unit.
- Appropriate boat crew or air crew qualifications (applicable to operating radio equipment onboard a vessel or aircraft only).

NOTE

Auxiliarists who completed AUXCOM prior to 01 AUG 2008 are considered to be TCO qualified. These members are required to maintain all TCO currency requirements, including any future requirements.

NOTE

The Director may require additional training. A LOI with other agencies may require additional agency specific training before operating according to the LOI.



C.9. Auxiliary Communications Watchstanders

Auxiliary communicators are an integral part of the Coast Guard's radio network. To the mariner, an Auxiliary communicator is the Coast Guard. The Auxiliary communicator must strive to maintain the public trust in the integrity of the Coast Guard radio network.

The following are qualifications of Auxiliary Communications Watchstanders (CWS):

- CWS at Coast Guard units must be basically qualified (BQ) and meet the unit's training and qualification requirements in accordance with reference (b) and any additional requirements of the unit commander.
- Auxiliary communication watchstanders at shoreside Auxiliary facilities, including Auxiliary Detachments, which are required to maintain a communications watch and radio log, must fulfil the requirements of paragraph C.8. of this section.
- Auxiliarists operating radios on surface or aviation facilities must fulfil the requirements of paragraph C.8. of this section or Section B., be under the direct supervision of the facility operator for training or operational purposes.



Section D. Operations

Introduction

This section describes the communications missions.

In this Section

This section contains the following information:

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D.1. Communications Missions

The Auxiliary Communication System (ACS) is designed to enable the accomplishment of a variety of missions supporting Coast Guard and Auxiliary activities. These missions are defined in this section.

Coast Guard Auxiliarists may be assigned to duty by Coast Guard units or Auxiliary officers. COMMCOM may request support from Auxiliary members or teams, or issue orders for communications and related missions

D.2. Operational Communications

Operational Communications are those that support Auxiliary functions such as surface vessel patrols, aircraft patrols, and “land mobile” patrols including Search and Rescue Operations, Marine Observation Missions, and Marine Domain Awareness Missions. The primary purpose of these communications is safety of life and property for Auxiliary assets and control of those assets. And may directly support CG surface and air assets during joint operations.



D.3. Normal Communications

Normal communications events are those to support both the CG and AUX assets while on surface and/or air patrols taking the radio guard of such assets to monitor and record their operational status and location, known as OPS and Position reports. Other normal communications could involve any other non-sensitive traffic.

Communications elements typically involve either a CG communications unit or an ACU manned by qualified watch standers, and the Communications Watch on the patrolling asset. Communications may originate from either element and typically is not trafficked to higher levels in either the CG or AUX.

D.4. Surge Communications

Surge communications would typically involve local CG Command calling for ACU's activation to support surface and/or air surge operations. Such surge operations could either be pre-planned or emergent depending on the nature of the event, and could involve MF, HF and/or VHF assets.

Surge communications are typically originated from the CG Command directly to the local affected DSO-CM.

Operational communications involve the DSO-CM directly contacting the ACU's designated POC requesting activation of the ACU to support the surge operations. The normal 'chain of communications' is bypassed in this operational communications path to ensure rapid supporting response. The ACU's POC contacts the DSO-CM when the ACU is active.

An event may drive the need for informational communications. Such communications may involve the DSO-CM contacting, via land line, the DCO and Division Commander (DCRM) of the event. This may be for information purposes only as no operational actions are necessary. The event information should then be trafficked to appropriate levels in the District, Division and Flotilla(s) involved.

D.5. Disaster Communications

Since the CG provides a variety of services to communities impacted by natural disasters and other unplanned events, ACS may be tasked to support CG units by providing hardware and/or personnel assets to directly or indirectly support such activities. As a part of this mission, ACS provides "interoperability services" to facilitate communications between various first responder agencies. ACS at the National, District, or Sector level may be authorized to enter into a LOI to facilitate such efforts.



D.6. Contingency Communications

Contingency Communications are those carried out in the event of the loss of normal communications tools or when there is a requirement generated by “surge” operations.

Auxiliarists may provide vital services to coastal communities before, during, and following disasters in support of disaster relief operations. Auxiliary members equipped with fixed and mobile radio facilities may be assigned to duty by an OIA with warning people in vessels and on waterfronts locations. They may be used to transport supplies, equipment, or personnel; to evacuate people or property; to secure small craft and waterfront facilities; and to establish and operate emergency radio networks in support of these operations. Local area knowledge is employed to facilitate the movement and assist in the deployment of contingency assist teams in support of Coast Guard operations.

In the event of loss of normal communications tools such as cell phones, landline telephones, and Internet connectivity, the Auxiliary Communications System (ACS) can provide radio-based services for a variety of purposes associated with Auxiliary assets. Such purposes include alerting, personnel recall, distribution of message traffic via an email-like service, and similar functions.

The assets and abilities of ACS are fundamental tools that enable CGAUX officers to maintain communications when other modalities are not available. This includes the Auxiliary Push-to-Talk (AUXPPT) system.

Employment of Auxiliary radio communications and AUXPTT will enable communications with the CG and other Distinct and National assets. The District Staff Officer for Communications (DSO-CM) is responsible to work directly with the DCO to conduct regularly scheduled drills that support the radio-based services as outlined above.

A special segment of “Contingency Communications” is regular participation in the weekly exercises of the National Coordinating Center for Communications (NCC - Shared Resources network (SHARES)). This network includes all federal agencies and many state and regional Emergency Operation Centers.

D.7. AUXMON

The U. S. Coast Guard (USCG) regularly broadcasts Weather Facsimile (WEFAX); Voice Broadcasts (VOBRA) and Urgent Marine Information Broadcasts, using Narrow Band Direct Printing (NAVTEX); and Ice Information, using Ship Telex Over Radio (SITOR) messages and WEFAX.

AUXMON (Communications Monitoring) stations provide the Coast Guard with quality assurance monitoring of these broadcasts. Monitoring stations must have radio equipment capable of receiving and decoding



assigned MF, HF, and VHF-FM marine band channels. The monitoring stations will evaluate transmissions for consistency with published schedules, signal distortion, signal strength, and co-channel interference. Reports are filed regularly according to the AUXMON Standard Operating Procedures (SOP), and discrepancies are reported to COMMCOM watchstanders by telephone, text message or email, as requested.

AUXMON is a core Auxiliary mission tasked by COMMCOM to provide quality control monitoring of the variety of Marine Safety Information broadcasts that originate from COMMCOM. This mission, under COMMCOM management, provides “early warning” of problems (hardware, content, and operations) that might interfere with the CG’s fulfillment of their provision of maritime safety and weather information broadcasts.

The Auxiliary Monitoring mission provides a source of quality control for these broadcasts.

Broadcasts will be monitored for:

- 1) Consistency with publicly published schedules.
- 2) Signal distortion and density (strength).
- 3) Frequency interference.
- 4) Other technical details.

The USCG desires to have this mission performed daily, covering as many scheduled broadcast hours each day as possible. Some broadcasts are lengthy and last over an hour. Ideally, the mission would be performed 365 days per year. Even without such coverage, detection and reporting of quality problems has high value to the USCG.

The Auxiliary Monitoring Station program is open to

- 1) Auxiliary members at fixed sites with the proper equipment, skills, and commitment, located within a 200-mile distance inland from the Atlantic, Gulf, Pacific, Hawaiian, or Alaskan coasts.
- 2) Auxiliary members, owning or otherwise authorized aboard, Auxiliary operational vessel facilities or land mobile radio facilities which are properly equipped to monitor the broadcasts.

If received broadcasts meet the USCG quality standards, the AUXMON stations report the quality of each broadcast monitored via a weekly summary report to the Auxiliary Branch Chief, Response Telecommunications Coast Guard Support (BC-RTS) or the designated Branch Assistant.

If any broadcast fails to meet the required quality standard, the AUXMON station will report the problem immediately to the USCG



Communications Command (COMMCOM), utilizing e-mail, with a copy to the Auxiliary Branch Chief, Response Telecommunications Coast Guard Support (BC-RTS) or the designated Branch Assistant. When the errors are significant, the report should be made via telephone to COMMCOM, followed up by an e-mail copy of the report as soon as practical, thereafter.

D.8. AUGCOM

AUGCOM (Augmentation Communications) is a core Auxiliary mission in direct support of the U.S.C.G. effort to help ensure adequate coverage of GMDSS HF/MF maritime communications, and other radio services, as ordered. This mission is performed upon request of, and under the control of, COMMCOM, or Sector authority and is focused on the augmentation of active-duty watch, especially during major storms, technical outages, and other events. Auxiliarists participating in AUGCOM missions are required to have successfully completed both the Telecommunications Operator PQS (TCO/PQS) and the Auxiliary Communications Specialty Course (AUXCOM). Because these missions often require coordination across District boundaries, these protocols will apply:

- a. Missions assigned by COMMCOM will be coordinated by the Auxiliary National Branch Chief, Response Telecommunications Contingency Operations (BC- RTC), or designee.
- b. Missions assigned by Sectors will be coordinated by the appropriate District Staff Officer for Communications (DSO-CM).

In situations requiring surge or contingent response due to environmental or other causes, Auxiliarists may provide COMMCOM or District communications with enhanced GMDSS and distress coverage by increased monitoring of HF or VHF voice and digital selective calling (DSC) frequencies as requested. COMMCOM may activate the Auxiliary operators when there is a probability that a Remote Communications facility (RCF) may be disrupted or when additional resources are indicated. AUGCOM operators will monitor for urgent and distress traffic on voice and DSC HF channels. Email and voice notification will be provided to the COMMCOM watch desk when urgent and distress traffic is identified in the target area. AUGCOM operators may be directed to communicate with the vessels if Coast Guard communications are disrupted. These communications will be under the direct control of the COMMCOM or Sector watch desk.

1. Enrolment in the AUGCOM activity is limited to operators that:
 - a. Have current TCO qualification.
 - b. Have successfully completed AUXCOM.
-



-
- c. Are owners of approved Auxiliary HF/MF radio facilities or operational vessel facilities which are properly equipped to monitor and report HF GMDSS/DSC, GMDSS and other communications.
 - d. Are specifically approved by the USCG COMMCOM.
 2. Equipment and member qualification shall be detailed in the member application for initial endorsement by the BC-RTC for approval by the Commanding Officer of COMMCOM. Approved candidates will be notified of their appointment by the BC- RTC with copies to the appropriate DIRAUX for inclusion in AUXDATA.
 - a. Stations will be designated as Auxiliary Augmentation Communications Stations.
 - b. Operators will be designated as Auxiliary Augmentation Communications Operators.
 - c. **Monitoring stations shall not transmit responses to any transmissions unless specifically authorized by the OIA.**
 3. Hours performing this mission will be reported and entered in AUXDATA II.
 4. Mission hours to be reported are only those hours where the facility is manned and ready for intervention by the operator. This may be different from days/hours in operation for automated stations, whose service may be reported as comments on the mission hour form or on other documents.
-

D.9. Keyed VHF

Reference (c) authorizes issuing SBU keyed VHF-FM and UHF handheld radios to Auxiliary personnel in support of USCG operations, providing the requirements delineated in the instruction are met.

D.10. Auxiliary Push-to-Talk (AUXPTT)

AUXPTT is a voice over cellular application and includes AES-256 encrypted one-to-one and group PTT calling, text and image messaging, and real-time location reporting. It supports Android and iOS smartphones, laptops, and PC Desktops with managed cloud service. The application AUXPTT can interface with other PTT systems and can integrate with two-way radio systems. It is currently used by the U.S. Military as well as Federal, State and Local law enforcement. AUXPTT is an encrypted system, available only to Coast Guard Auxiliarists. It may be used for administrative and operational applications as an adjunct to radio communication and is authorized for use aboard vessel facilities.



D.11. Auxiliary Communications

District Commodores (DCO) are served by the same strategic array of capabilities that serve the Coast Guard and the recreational boating public. This includes normal, surge, and contingency communications events.

Coast Guard assigned, non-marine frequencies (AUXNET) are typically used for Auxiliary communications, and include but are not limited to:

- Participate in communications training and drills
- Conduct unit management tasks
- Check on the functioning of VHF equipment
- Maintaining radio Watchstanding for Auxiliary vessels (OPFACS) on patrol in areas out of range of any Coast Guard stations.

D.12. VHF Net

Approved radio net may only utilize government channels or frequencies during the assigned time specified by the DSO-CM. These nets shall be conducted with a very high level of professionalism and a net format shall be followed by the net control station. Constant vigilance and training are necessary, at every level, to ensure that Auxiliary communications units adhere to proper radio procedures and maintain a high level of professionalism.

The DSO-CM is responsible to work directly with the DCO to conduct quarterly drills that support the radio-based services outlined in this document. These drills are intended to combine VHF and HF facilities in support of the DCO's operational responsibilities.

D.13. HF Contingency Net

Stations authorized to operate in the HF Program are organized into a series of "nets", each of which covers a designated geographic area. These include national, regional, and district nets.

These are directed nets, operating under the control of the Net Control Station (NCS) using digital encryption technology.



Section E. Radio Call Signs

Introduction

This section describes the authorization and designations for radio call signs.

In this Section

This section contains the following information:

Title	Page
Authorization	3-19
Designations	3-19

E.1. Authorization

All Auxiliary facilities must use assigned Auxiliary radio call signs when:

- Conducting SAR, emergency, or routine patrol communications.
- Conducting official Coast Guard or Coast Guard Auxiliary business on appropriate Coast Guard assigned frequencies.
- Auxiliary facilities operating under an LOI with other agencies must use the LOI-required radio call signs.
- When operating on MF/HF bands as an Auxiliary radio station. The assigned International Call must be used.

NOTE

Auxiliarists must never use an FCC call sign with an Auxiliary call sign. Written orders are not required to use Auxiliary call signs.

E.2. Designations

Auxiliary facilities will use the radio designation for the situations listed below:

NOTE


Authorized short-term events (e.g., VSC stations, conferences, training exercises, etc.) may use temporary or tactical call signs to facilitate operations. The event coordinator may assign the call signs but may assign only those call signs (e.g., NACO, DCP, dock master, control, etc.) which would not be confused with district approved call signs.

E.2.a Fixed Land Co- Located

For an Auxiliary fixed land facility co-located with an active-duty Coast Guard radio facility, use: “Coast Guard (active-duty unit name) Auxiliary radio.”

- EXAMPLE: “Coast Guard Miami Auxiliary Radio.”



E.2.b Fixed Land Not Co-Located	<p>For an Auxiliary fixed land facility not co-located, use: “Coast Guard Auxiliary (name of geographical location of station) radio.”</p> <ul style="list-style-type: none">EXAMPLE: “Coast Guard Auxiliary Lake Powell Radio.”
E.2.c. Two or More Fixed Land	<p>Auxiliarists may not use the name of an existing Coast Guard unit unless co-located as described above. If two or more fixed land stations exist within the same geographical area, the Director must assign each station a call sign using their subdivision, street, or local area name or simply using a unique number for each.</p> <ul style="list-style-type: none">EXAMPLE: “Coast Guard Auxiliary Lake Powell Radio 3.”
E.2.d. HF/MF Radios	<p>Fixed land, mobile, and transportable facilities, if equipped with HF/MF radios, may request from the Auxiliary National Telecommunications Division an international call sign (e.g., NM01AA) for use only on 2-30 MHz frequencies. This call sign is not just the word “International” added to other designations in this section. This call must be issued prior to any transmissions.</p>
E.2.e. VHF Land Mobile	<p>For an Auxiliary land mobile facility, use: “Coast Guard Auxiliary (flotilla geographical name from charter) mobile number” (e.g. Coast Guard Auxiliary Wyckoff Mobile 1). A district approved land mobile numbering system may be used, such as “U.S. Coast Guard Auxiliary Mobile 1353.” Here, 13 would be the division number, 5 the flotilla number, and 3 the number of the unit in the flotilla. The Auxiliary may not use the name of an existing Coast Guard radio equipped unit.</p>
E.2.f. Surface	<p>See reference (a) Chapter 5, Section C.</p>
E.2.g. Aircraft	<p>See reference (d) Chapter 9, Section C.</p>
NOTE 	<p>When assigned to a SAR response mission, the aircraft facility may use “Coast Guard Rescue (assigned number)”.</p>



Section F. Radio Logs

Introduction

This section describes the requirements for maintaining radio and formal message logs.

In this Section

This section contains the following information:

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Files	3-21
Interference	3-22
Radio Log Template	3-22

F.1. Requirements

The operators of all facilities must, in general, maintain radio logs and formal message logs. When operating under tactical control of a Coast Guard unit or Auxiliary shore unit, the following types of facilities are exempt from maintaining logs:

- Boats under 65 feet in length
- Aircraft
- Vehicles with land mobile radio facilities onboard

Facilities not under the tactical control of a Coast Guard station or Auxiliary fixed land facility (e.g., local authorities) must make log entries. Where possible, operators of vessels and aircraft must set up and maintain a fixed shoreside radio guard. Shoreside facilities are better equipped to maintain accurate radio logs.

F.2. Public Availability

Coast Guard Auxiliary radio logs are subject to public availability via the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Request for Coast Guard or Coast Guard Auxiliary radio logs should receive immediate attention as required by reference (e). Request for logs, documentation, and records should immediately be brought to the attention of the Director and nearest FOIA Coordinator (Sector, or District level) for specific guidance.

F.3. Files

Auxiliarists must maintain radio logs for one year except when distress traffic is recorded. When distress traffic is recorded, the retention period is three years. When a radio log contains information pertinent to an investigation or claim, the retention period may be longer.



F.4. Interference

Auxiliarists must not allow the act of keeping a radio log to interfere with the safe operation of the facility. If completing a log entry during an event could create an unsafe situation or is impractical (as in the case of a land mobile handheld facility), the Auxiliarist may defer the log entry until the event is over. The Auxiliarist will then make log entries from memory. The use of an audio recorder is recommended.

F.5. Radio Log Template

The Telecommunications Division will provide logbook templates for the various missions.



Section G. Reporting Radio Violations

Introduction

This section describes general procedures for reporting radio violations.

In this Section

This section contains the following information:

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Testifying	3-23

G.1. Recordings

Auxiliarist shall make an audio recording, if possible, of all violations, especially hoax distress calls. When recording violations, the radio receiver squelch must be turned off. This will permit an analysis of transmitter signature characteristics.

G.2. Violation Reports

Auxiliarist hearing a violation of FCC rules should submit a Report of Violation of Radio Regulations or Communications Instructions, CG-2861A (see Chapter 3, Section C, paragraph [C.7.](#)). Auxiliarists must submit the violation reports, along with the recording, to the District Commander via the Communications COLM.

G.3. Information

The violation reports must include the name and location of the alleged offender (if known), date and time of offense, and description and circumstance of violation. The report must include, if available, a transcript or audio tape of the transmissions in the violation.

G.4. Testifying

If a violation case goes to court, Auxiliarists may be required to testify. Therefore, Auxiliarists should always maintain a complete log with notes of all relevant activities.



Section H. Authorized/Required Frequencies and Radiotelephone Communications

Introduction

Acceptance of a facility does not inherently authorize operation on all government radio frequencies. Auxiliary radio facilities may operate according to reference (c), and only on the frequencies listed in Chapter 3, [Section I](#) of this Process Guide. Operations on these frequencies is subject to any conditions noted in Chapter 3, [Section I](#) and the net control of Coast Guard commands in the operating area. In addition, Auxiliarists may operate:

- On frequencies specifically authorized by Commandant (CG-672) (see Chapter 3, [Section I](#)).
- A listing of Commandant (CG-672) authorized HF frequencies for Auxiliary use may be found on an FOUO document held by the National Telecommunications staff and posted securely on the National Web site.
- On frequencies designated by the District Commander as their local working frequencies.
- On any frequency required to maintain valid SAR communications for the incident's duration.

In this Section

This section contains the following information:

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Frequency Requests	3-25
Surface Facilities	3-25
Air Facilities	3-25

H.1. Assistance to Non-Coast Guard Agencies

When assisting other agencies during emergencies and contingent operations, only frequencies authorized by the other agencies may be used under the operating procedures of the other agencies. When operating under LOI, only frequencies authorized by the LOI parties may be used.



H.2. Frequency Requests

Auxiliary fixed land radio facilities, which need authority to operate on radio frequencies not presently authorized for that station, must receive frequency assignments from Commandant (CG-672) (Chapter 3, [Section I](#)). Auxiliarists must send authorization requests via their District Staff officer - Communications (DSO-CM) to the National Operations Department, Telecommunications Division Chief (DVC- RT). The DVC-RT will review all information required in accordance with the frequency request. The request will be sent back to the DSO-CM, then forwarded to Commandant (CG-672) via the Director. Facilities requesting authorization for new frequencies may not operate on them until the request is approved. Those fixed land stations which require authorization for new frequencies are only required to obtain authorization one time. The authorization remains valid until any change in facility characteristics reported as part of the original request is made (e.g., frequencies, location, antenna, call sign, etc.).

H.3. Surface Facilities

Auxiliary surface facilities must follow the radiotelephone communications provisions of the Bridge-to-Bridge Radiotelephone Act as implemented by 33 CFR Part 26, unless exempted therein. Auxiliary surface facilities must follow the applicable provisions of any mandatory Vessel Traffic Services.

H.4. Air Facilities

Auxiliary air facilities must follow the radiotelephone communications provisions of the FARs and appropriate Coast Guard regulations.



Section I. Authorized/Required Frequencies

Introduction

This section provides frequencies that are authorized for Auxiliary use and those that are required to operate. Auxiliarists may use the authorized frequencies for official use. However, Auxiliary radios must contain the required frequencies.

In this Section

This section contains the following information:

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Protecting USCG Frequency Information	3-26
Required Frequencies	3-30
Maritime Mobile Service Identity	3-31
Prohibited Radio Services	3-31

I.1. Authorized Frequencies

Auxiliarists may use the following authorized frequencies for official use (see [Table 3-1](#), [Table 3-2](#), [Table 3-3](#), and [Table 3-4](#)):

I.2. Protecting USCG Frequency Information

Information about USCG authorized frequencies is for the use by qualified Auxiliary members operating Auxiliary Communications Units (ACU). Such specific information may not be posted on the web (directly or indirectly), nor may it be passed over the radio. When programming VHF radios it is best to enter geographical names (e.g., Miami Radio) or call signs, rather than display actual frequencies.



Table 3-1

Authorized Frequencies (Wide-Band)

Purpose	Designator	Frequency	Mode	Max Power
CG Working	Channel 1021	157.050 MHz	FM	25W
CG Working	Channel 1023	157.150 MHz	FM	25W
CG Working	Channel 1081	157.075 MHz	FM	25W
CG Working	Channel 1083	157.175 MHz	FM	25W
CG Liaison/Working	Channel 1022	157.100 MHz	FM	25W
Distress, Safety, Calling	Channel 16	156.800 MHz	FM	25W
Alternate calling	Channel 09	156.450 MHz	FM	25W
Inter-ship Safety/SAR Ship to Aircraft	Channel 06	156.300 MHz	FM	25W
Datum Marker Buoy	Channel 15	156.750 MHz 240.6 MHz 242.65 MHz 275.1 MHz	FM	1W

Auxiliary facilities are authorized to use additional channels when required in the interest of vessel safety (e.g., to access Bridge-to-Bridge Radiotelephone Act frequencies and Vessel Traffic Services). Operational necessity may also require the use of other channels. Use of other channels for operations must be limited to the duration of the need and is subject to the approval of the controlling Coast Guard unit.

Aircraft facilities and radio facilities may be authorized to use additional channels by requesting authorization according to Chapter 3, Section H, paragraph [H.2](#).

For all facilities, direct communications between a SAR unit and a vessel in distress may use any channel necessary for the duration of the distress.



Table 3-2

Additional VHF/UHF Authorized Frequencies

Purpose	Notes	Frequency	Mode	Max Power
CG Aeronautical	Distress (Note 1)	121.500 MHz	AM	10W
CG Aeronautical Working	SAR Training (Notes 1, 2)	122.900 MHz	AM	10W
CG Aeronautical Working	SAR (Notes 1, 2)	123.100 MHz	AM	10W
AUXNET	CG Assigned LMR	138.475 MHz	FM *	50W
AUXNET	CG Assigned LMR	142.825 MHz	FM*	50W
AUXNET	CG Assigned LMR	143.475 MHz	FM*	50W
AUXNET	CG Assigned LMR	149.200 MHz	FM*	50W
AUXNET	CG Assigned LMR	150.700 MHz	FM*	50W
AUXNET	CG Assigned LMR	150.6875 MHz	FM*	50W
AUXNET	CG Assigned LMR	150.7625 MHz	FM*	50W
UHF Air-to-Air, Air- to-Ground	CG Assigned LMR	(Note 3)	AM	10W
<p>Auxiliarists are authorized to use government Inter Squad Radio (ISR) UHF radios on a shared frequency basis (e.g., must accept any interference) for official use only. Facilities that require more power than normally authorized (e.g., repeater systems) should request authorization using the procedure in Chapter 3, Section H, paragraph H.2.</p> <p>FM* = narrow-band FM</p>				

Note 1: The listed frequency is for aircraft use only.

Note 2: The Director of Auxiliary must coordinate with the District Chief of Telecommunications on the use of the aeronautical frequency 123.100 MHz for SAR operations, and 122.900 MHz for SAR training with Auxiliary aircraft facilities.

Note 3: Aircraft usage of Coast Guard VHF/UHF frequencies may be authorized by the controlling Coast Guard air station.

NOTES 



Table 3-3
HF/MF Authorized Frequencies

Purpose	Notes	Frequency	Mode	Max Power
Distress, Safety, Calling		2183.4 (2182) kHz	SSB	100W
CG Liaison/Working		2671.4 (2670) kHz	SSB	100W
CG Working	(Note 1)	2 - 4 MHz	SSB	100W
Aircraft HF, Rotary	(Note 2)	3121.4 (3120) kHz	SSB	400W
Aircraft HF	(Note 2)	3124.4 (3123) kHz	SSB	400W
Aircraft HF, Primary Rotary	(Note 2)	5693.4 (5692) kHz	SSB	400W
Aircraft HF, Primary	(Note 2)	5697.4 (5696) kHz	SSB	400W
Aircraft HF, Rotary	(Note 2)	8981.4 (8980) kHz	SSB	400W
Aircraft HF	(Note 2)	8985.4 (8984) kHz	SSB	400W
Inland Working	(Note 3)	27.980 MHz	AM	5W

Note 1: District working HF authorization may be made by the District Commander when appropriate. Working HF frequencies range from 2-4 MHz.

Note 2: These are the most common HF aircraft frequencies used by the Coast Guard. Auxiliary aircraft with HF/MF transceivers must coordinate their frequency selection with the Coast Guard or Auxiliary ground stations and aircraft with which they will be working. These frequencies are authorized for air-to-air or air-to-ground use only.

Note 3: This frequency is for handheld portable use only, in inland areas beyond the range of established Coast Guard VHF nets. The District Commander must recommend to Commandant (CG-672) specific geographic areas for 27.980 MHz use. This is a government frequency, not a Citizens Band channel.

NOTES 



I.3. Required Frequencies

Auxiliary facilities must have radios containing the following VHF-FM marine frequencies. Aircraft facilities with HF transceivers must coordinate any frequency assignments with, and have other required operational frequencies assigned by, the controlling Coast Guard air station (see [Table 3-4](#)).

Table 3-4
VHF-FM Marine Required Frequencies

Frequency	Fixed Land	Land Mobile	RDF	Vessel	Aircraft (Note 3)	Remarks
Ch 1021 (157.050 MHz)	X	X		X	X	Note 2
Ch 1023 (157.150 MHz)	X	X		X	X	Note 2
Ch 1081 (157.075 MHz)	X	X		X	X	Note 2
Ch 1083 (157.175 MHz)	X	X		X	X	Note 2
Ch 16 (156.800 MHz)	X	X	X (DF)	X	X	Note 3
Ch 1022 (157.100 MHz)	X	X		X	X	Government to non-government liaison frequency
Ch 06 (156.300 MHz)	X	X	X (DF)	X	X	For SAR or safety purposes only

Note 1: Facilities only need the appropriate group/sector/district VHF-FM working frequencies for the operation area. The Director of Auxiliary, with the approval of the cognizant District Chief of Telecommunications, may also authorize facilities to use secondary Coast Guard working frequencies on a sole use or shared basis.

Note 2: The following limitations apply to Auxiliary aircraft use of VHF-FM marine band and non-marine VHF working frequencies:

- Aircraft must not use air-to-air VHF-FM except when needed for a common band on multiple unit SAR operations.
- Aircraft must use 1-watt power output. Higher power may be used **ONLY** when needed to ensure communications.
- Aircraft must monitor Channel 16, or the Coast Guard working channel specified by the controlling base station, if practical.

NOTES



I.4. Maritime Mobile Service Identity

Digital Selective Calling for VHF-FM and HF/MF marine bands requires a Maritime Mobile Service Identity (MMSI) code.

Member-owned vessel facilities are expected to acquire an MMSI as a civilian vessel. Auxiliary Unit vessels, aircraft facilities, and radio facilities are not authorized civilian MMSI codes. A request for a Coast Guard-based MMSI code should be made using the process provided in, Section H, paragraph [H.2.](#) and include specific operational plans for the use of the MMSI-coded radio.

I.5. Prohibited Radio Services

Auxiliarists are not authorized to use general Mobile Radio Service (GMDS) or Family Radio Service (FRS) UHF radios for official use.

Auxiliarists are not authorized to operate on Amateur Radio frequencies for official use, including for linking purposes.



APPENDIX A

List of Acronyms

Introduction

This appendix contains a list of terms that may be useful when reading this process guide. In addition to standard Auxiliary terminology, this glossary also includes standard active-duty terminology to enhance the professional knowledge of Auxiliary members.

ACRONYM	DEFINITION
ACS	Auxiliary Communications System
AUGCOM	Auxiliary Augmentation of Communications Program
AUXDATA II	Auxiliary Database System
AUXNET	LMR VHF frequencies assigned to Auxiliary for SAR, training and Nets
AUXMON	Auxiliary Communications Monitoring Program
AUXPTT	Auxiliary Push-to-Talk Program
CG-652	Coast Guard Telecoms Policy & Spectrum Management
CG-BSX	Coast Guard Office of Auxiliary and Boating Safety
COLM	Chain of Leadership and Management
COMMCOM	Coast Guard Communications Command
CWS	Coast Guard Communications Watchstander (active-duty qualification)
DIRAUX	Office of the District Director of Auxiliary
DSC	Digital Selective Calling via telecommunications
DSO-CM	Auxiliary District Staff Officer for Communications
DVC-RT	Auxiliary National Staff Division Chief for Telecommunications
FAA	Federal Aviation Administration
FCC	Federal Communications Commission
FM	Frequency Modulation of radio communication waves
GMDSS	Global Maritime Distress and Safety Services – an international system for communication of distress or urgent messages via radio
HF/MF	High/Medium Frequency radio transmissions (Between 0.3-30 MHz)
kHz	Radio frequency in thousands of cycles per second (kilohertz)
LOI	Letter of Intent
LOP	Line of Position – calculation of direction of transmission point
MHz	Radio frequency in millions of cycles per second (Megahertz)
NTIA	National Telecommunications and Information Administration
OIA	Order Issuing Authority



OPORDER	Written order for an operation usually involving multiple units over extended time periods
PQS	Personnel Qualification Standard - set of tasks and examinations in the Coast Guard and Auxiliary to obtain certification in certain skills.
RCF	Remote Communications facility – Radios operated from a remote site.
RDF	Radio Direction Finding –locating a remote transmitting site
SAR	Search and Rescue
TCO	Auxiliary Telecommunications Operator Qualification
VHF	Very High Frequency radio transmissions (between 30-300 MHz)