DEPARTMENT OF HOMELAND SECURITY

UNITED STATES COAST GUARD AUXILIARY
FIRST COAST GUARD DISTRICT SOUTHERN REGION

COMMUNICATIONS MANUAL
2020

United States Coast Guard Auxiliary
USCG
FACILITY
U.S. Department of Homeland Security/U.S. Coast Guard
OPERATIONAL RADIO

April 2020
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<tr>
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<th>DESCRIPTION</th>
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<tr>
<td>April 2020</td>
<td>Definition of an Enhanced Communications Facility</td>
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<tr>
<td>April 2020</td>
<td>Definition of a Talk Around channel</td>
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<tr>
<td>April 2020</td>
<td>Definition of a Transportable Radio Facility</td>
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<tr>
<td>April 2020</td>
<td>Definition of a Repeater</td>
</tr>
<tr>
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<td>Replacement of the term “simplex” with “direct”</td>
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<tr>
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<td>Modified flow chart for establishment of a VHF radio facility</td>
</tr>
<tr>
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<td>New flow chart for establishment of an HF radio facility</td>
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<tr>
<td>April 2020</td>
<td>Addition of Requesting permission for an Auxiliary Facility to establish radio guard for a pre-planned event</td>
</tr>
<tr>
<td>April 2020</td>
<td>Reference to Division 20 removed</td>
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<tr>
<td>April 2020</td>
<td>Addition of the Sandy Hook repeater to the schedule of AUXNET repeater nets</td>
</tr>
<tr>
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<td>District's Supplemental Form 1 SR-6 (9/11) is obsolete</td>
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<tr>
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<td>New ANSC 7004 form</td>
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Changes from the previous release of this Manual are indicated by a vertical line in the right margin next to changed paragraphs.
INTRODUCTION

The purpose of this Manual is to provide First Coast Guard District Southern Region Auxiliary Communications Officers with information and reference material in order to assist them in performing their duties. Information on both Coast Guard and Coast Guard Auxiliary communications and operations policies and programs are included.

The material contained in this Manual is also useful in conjunction with Division and Flotilla member training programs, for Auxiliarists who are Radio Facility owners, radio operators, Communications Watchstanders, and Boat Crew and Air Crew personnel.

As is the case with all written instructions, this Manual should be used in conjunction with other Coast Guard and Coast Guard Auxiliary documents, in particular the Auxiliary Operations Policy Manual (COMDTINST M16798.3E) Annex 4 -- Telecommunications. The DSO-CM should be contacted for clarification should conflicts be noted.

Prepared by:

The USCG Auxiliary District 1 Southern Region Communications Staff.

Please forward comments and questions to the ADSO-CM Administration.

Contact details (phone numbers, addresses, and email addresses) for positions mentioned in this Manual may be found at https://auxofficer.cgaux.org. Access to this site requires the use of your Auxiliary password.
DEFINITIONS

Cache Radio: A “cache radio” is a radio that is stored in a predetermined location to be sent to incidents.

COML: Communications Unit Leader (COML), a position under the Logistics Section of the Incident Command System (ICS). The COML’s responsibilities include developing plans for the effective use of incident communications equipment and facilities, managing the distribution of communications equipment to incident personnel, and coordinating the installation and testing of communications equipment. The COML will supervise other members of the Communications Unit such as the Communications Technician (COMT), Radio Operator (RADO), and Incident Communications Center Manager (INCM), if those positions are filled during an incident.

Direction Finding Radio Facility: A facility having a marine VHF-FM receive-only radio system with direction finding capability located at a fixed designated location. Fixed Land Radio Facilities that also have Direction Finding capability are counted as one facility and are designated as a Fixed Land Radio Facility with the Direction Finding capability listed as added equipment for administrative purposes.

Enhanced Communications Facility: A radio facility, either mobile or transportable, specifically designed for multiple operators to control multiple frequencies.

Fixed Land Radio Facility: A facility having marine VHF-FM transmit and receive capability installed at a fixed designated location.

Land Mobile Radio Facility: A facility having marine VHF-FM transmit and receive capability installed in a motor vehicle and which can be operational while in motion.

Other Radio Equipment: Land and Mobile Radio Facilities may additionally be equipped with SSB transceivers and/or AM or FM transceivers to accommodate the MF/HF, aviation, and AUXNET frequencies.

Portable Radio: A battery powered hand-held self-contained transceiver. A portable unit by itself may not classify as a radio facility in D1SR; however, it may be used as the basis for a Land Mobile Radio Facility when installed in a vehicle as described in this Manual.

Repeater: A Land Radio Facility which receives signals on one frequency and automatically transmits them on another frequency for the purpose of extending the range of mobile and portable radios. A repeater is designed to operate while unattended.
**Talk Around Channel:** A simplex radio channel which operates on a repeater’s output frequency.

**Transportable Radio Facility:** A radio facility which can be transported to various locations, but is not operational while in motion, such as a “go-box”. Such stations may be temporarily established for special events with the concurrence of the order issuing authority.
## 2020 COMMUNICATIONS OFFICERS

### District Communications Staff Officers (DSO-CM and ADSO-CM)

**DSO-CM**  
Andrew W. Ely  
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**ADSO-CM SECLIS-South**  
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**ADSO-CM SECNY-South**  
David Kotz  
[David.J.Kotz@CoastGuardAUX.us](mailto:David.J.Kotz@CoastGuardAUX.us)

### Division Communications Staff Officers (SO-CM)

<table>
<thead>
<tr>
<th>Division</th>
<th>Name</th>
<th>SO-CM</th>
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<tr>
<td>SO-CM 1</td>
<td>George A. Tranos</td>
<td>1</td>
</tr>
<tr>
<td>SO-CM 2</td>
<td>John L. Garmendi</td>
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<td>Charles W. Reul</td>
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<td>Paul W Scoca</td>
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<td>SO-CM 10</td>
<td>Raymond A. Simnor</td>
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<td>SO-CM 11</td>
<td>Kenneth Fisher</td>
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<tr>
<td>SO-CM 12</td>
<td>Steven G. Eftimiades</td>
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<td>SO-CM 13</td>
<td>William Dahl</td>
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</tr>
<tr>
<td>SO-CM 14</td>
<td>Anthony J. Civiletti</td>
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<td>SO-CM 15</td>
<td>Fred A. Brown</td>
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</tr>
<tr>
<td>SO-CM 18</td>
<td>John F. Bigrow</td>
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<tr>
<td>SO-CM 22</td>
<td>Richard V. Light</td>
<td>22</td>
</tr>
<tr>
<td>SO-CM 24</td>
<td>Ernest Johnson</td>
<td>24</td>
</tr>
<tr>
<td>SO-CM 25</td>
<td>Troy C. Clark</td>
<td>25</td>
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</tbody>
</table>
THE D1SR AUXILIARY COMMUNICATIONS TEAM

The Auxiliary Communications Team (ACT) is composed of communications specialists who provide support and guidance to D1SR’s Divisions and Flotillas for the effective performance of their communications responsibilities. ACT also provides expertise in the planning for communications events including providing personnel who are trained in the Incident Management System (ICS), and who are certified ICS Communications Leaders (COML) and ICS Communications Technicians (COMT).

In certain situations, ACT becomes a first-line emergency communications provider, primarily when requested by regular Coast Guard commands. Other occurrences are where Auxiliary units are overwhelmed or under-staffed, specialized equipment and/or technical personnel are required, or communications interoperability with allied agencies is needed.

Andrew Ely, DSO-CM
Chad Lockman, ADSO-CM Logistics
David Kotz, ADSO-CM SECNY South
Paul Scoca, ADSO-CM SECNY North
Rob Barba, ADSO-CM SECLIS North
Ken Fisher, ADSO-CM SECLIS South and ACTION New York
Fred Brown, ADSO-CM HF Operations
Val Ramsberger ADSO-CM Admin
Stephen Gillooly, Rescue 21 Support Unit
Aaron Forste, Watchstander Recruit & Retention
Alan Colsey, ACTION North
Steve Peters, ACTION South
Steve Eftimiades, Logistics & Response
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John Garmendi, Logistics & Response
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Troy Clark, Logistics & Response
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Four of ACT’s ADSO’s are “geographical” as they are responsible for certain territories. These territories do not follow the traditional Sector boundaries:
ADSO-CM, SECNY North:
  - Manhattan
  - The Bronx
  - Greenwood Lake
  - Westchester County and north, east of the Hudson River
  - Rockland County and north, west of the Hudson River

ADSO-CM, SECNY South:
  - New Jersey (except for Greenwood Lake)
  - Staten Island

ADSO-CM, SECLIS North:
  - Connecticut

ADSO-CM, SECLIS South:
  - Brooklyn
  - Queens
  - Nassau County
  - Suffolk County

Prospective ACT members are subject to a vetting process as determined by the Chief of the Response Directorate, the Director of Auxiliary, and the respective Sector Auxiliary Coordinator. Additionally, depending on responsibility and assignment, concurrence may be required by certain regular Coast Guard commands.
COAST GUARD AUXILIARY COMMUNICATIONS CAPABILITY

RADIO EQUIPPED VESSELS AND AIRCRAFT

All Coast Guard Auxiliary Operational Vessel and Aircraft Facilities are equipped with radios capable of operation on commonly used civilian channels and Coast Guard channels in the Marine VHF band. A few of these facilities have VHF direction finding capabilities. Some have additional capability on the Auxiliary’s operational net (AUXNET), both simplex and repeater. Vessels and aircraft movements are normally conducted under Coast Guard orders with the facility under the radio guard of a Coast Guard or properly authorized Auxiliary installation.

FIXED AND LAND MOBILE RADIO FACILITIES

Land and mobile stations may be established by Auxiliarists meeting certain training and technical requirements. These units are equipped with the commonly used civilian channels and Coast Guard channels in the Marine VHF band. Facilities may also be equipped with AUXNET radios, high frequency (HF) radios, and fixed and/or portable direction finding (DF) equipment for VHF and EPIRB tracking. Land and mobile facilities may be placed under reimbursable or non-reimbursable Coast Guard orders by local commands.

NETWORKS

D1SR maintains a VHF radio network on frequencies assigned by CG Headquarters which are not VHF Marine channels. This network, referred to as “AUXNET”, consists of both direct (“simplex”) and repeater channels. D1SR maintains twelve fixed AUXNET repeater stations for extended range communications, and a number of transportable AUXNET repeaters for use at special events. The network is available for local and regional traffic and extends from Eastern Long Island and Connecticut through New York Harbor, Hudson River, to the Lake Champlain area.

Selected Communications Units have the ability to operate on High and Medium Frequency single sideband frequencies assigned to Auxiliary by CG Headquarters. These stations participate in area long-distance communications networks. One day a year is set aside for all HF stations to participate in a national exercise.

EMERGENCY RESPONSE AND SPECIAL EVENTS

District communications personnel participate in Search and Rescue (SAR) Exercises (SAREX) focused on emergency response. Portable field radio stations are often set up and support not only SAREX’s but special events such as OPSAIL’s and Fleet Week.
The District Auxiliary Communications Team (ACT) maintains various deployable base, mobile, and portable equipment operational on all public safety bands. This equipment is often called upon by SECNY, SECLIS, and Headquarters commands to support interoperable communications and Continuance of Operations (COOP) activities.

WATCHSTANDER PROGRAM

This is a Coast Guard-run program which trains and certifies Auxiliarists as Communications Watchstanders. Watchstanders are certified by local Coast Guard commands to perform radio and telephone watches at a Coast Guard station or sector. Training and qualification for Auxiliary personnel is identical to that provided to regular Coast Guard personnel.

REQUIRED TRAINING FOR AUXILIARY COMMUNICATIONS FACILITY OWNERS/OPERATORS

Telecommunications Operators are certified through mandatory ICS training and through the Telecommunications Operator (TCO) Personal Qualification Standard (PQS).

TCO certification is not a requirement to be a Station or Sector Watchstander, but it is highly recommended. TCO is a requirement for any Auxiliarist who wants to perform watchstanding at any location that is not a Coast Guard Station or Sector. TCO certification is a requirement for any Auxiliarist who wants to establish their own Radio Facility (fixed, mobile, or transportable).

Auxiliary Radio Facility owner/operators (Direct Support personnel) are nationally required to take Incident Command System (ICS) training offered by the Federal Emergency Management Administration (FEMA). Completion of the on-line ICS 100 and ICS 700 courses is a prerequisite to establishing Radio Facilities, receiving orders, and participating in official drills and exercises. An on-line open book exam for each course is available at FEMA’s web site. Students receive a confirmation of passing a course via e-mail. The student must forward the confirmation as a PDF file, along with the student’s EMPLID # and Flotilla number, to the Director’s Qualification Team (DQT-d) who will enter it into the member’s AUXDATA file.

The FEMA site is http://www.training.fema.gov/EMIWeb/IS/crslist.asp.

The Telecommunications Operator (TCO) designation (or AUXCOM Specialty if received prior to 1 AUG 2008) is a requirement for new Radio Facility owners and
others involved in the communications program. The TCO program is modeled after Boat Crew training and follows the “Mentor / Mentee” form of hands-on training. Mentors must be TCO (or AUXCOM pre- 01AUG2008). Complete information on becoming qualified as a Telecommunications Operator (TCO) can be found at http://rdept.cgaux.org/documents/BeQualified/BecomingQualifiedAuxiliaryTelecommunicationsProgram.pdf

Upon completion of the TCO tasks, the original last three pages of the PQS containing the necessary signatures must be forwarded to the DSO-CM for processing.
ESTABLISHING RADIO FACILITIES

The basic policies described herein are obtained from the Coast Guard Auxiliary Operations Policy Manual (COMDTINST M16798.3D) and in the "Student Study Guide" of the Auxiliary Communications Specialty Course (AUXCOM). The D1SR Director of Auxiliary (DIRAUX) has approved variations to those policies for the First Coast Guard District (D1SR) which are contained herein.

**Personal Qualifications.** The owner of a radio facility, except for a radio facility owned by an Auxiliary Flotilla, Division, or District, must be a Telecommunications Operator (TCO) in accordance with the TCO Personnel Qualification Standard (PQS), unless the individual has successfully completed the Auxiliary’s Communications Specialty Course (AUXCOM) and has been designated a Communications Specialist prior to August 1, 2008. Additionally, the owner must complete the FEMA Incident Command System Courses 100 and 700, and be BQ, AX, or AX2.

**NEW RADIO FACILITIES**

A radio facility owner must obtain and install the required equipment and then request a facility inspection. VHF radio facility inspections may only be conducted by a Communications Staff Officer (FSO, SO, DSO/ADSO, or National Staff Officer) who has successfully completed the TCO PQS (or is AUXCOM prior to 1 August 2008).

HF radio facility inspections may only be conducted by a Communications Staff Officer (FSO, SO, DSO/ADSO, or National Staff Officer) who has successfully completed the TCO PQS (or is AUXCOM prior to 1 August 2008) and who is competent to perform the technical tests.

A member wishing to have their radio equipment inspected shall download the VHF or HF Radio Inspector’s Checklist from the D1SR web site (http://www.d1south.org/Downloads/Documents/CM/D1SR%20Radio%20Facility%20Inspector%20Checklist%202020190327.pdf) and follow the outlined process.
PROCESS TO ESTABLISH A VHF FIXED OR MOBILE FACILITY

VHF EQUIPMENT REQUIREMENTS


**VHF Marine Band Radio.** A commercial FCC Part 80 (Marine Band) approved radio may serve as an Auxiliary Fixed or Mobile Radio Facility.

A portable Marine Band radio may be used as an Auxiliary Mobile Land Radio Facility provided it has at least 2.5 watts output power, is powered (not simply charged) from the vehicle's electrical system, and operates from an antenna mounted on the exterior of the vehicle.

A Fixed Land Facility must have an outdoor antenna, adequately grounded, a properly sized and filtered power supply and/or storage battery with battery charger.

Operational Vessels are required to have a 25-watt VHF Marine Band radio installed and operational.

**VHF Programmable Radio.** An FCC Part 80/90 (VHF Marine Band and Land Mobile) approved programmable radio may serve as an Auxiliary Radio Facility provided it meets the following characteristics:
- Maximum of 50 watts for government channels, with 12.5 kHz bandwidth.
- The radio must be programmed with the current D1SR AUXNET channel plan (“code plug”).
- The radio must be FCC Part 80 (Marine Band) approved for operation on Marine Band channels.
- Maximum of 25 watts for Marine Band channels, automatically switching to 1 watt for Marine Channel 13, with 25 kHz bandwidth.
- Programmed with the minimum VHF marine channels as described in the “Authorized Radio Channels” of this Manual.

A single Part 90 programmable radio may serve as a Land or Mobile Radio Facility without it needing to be used with a VHF Marine Band radio.

A portable Part 90 radio may be used as a VHF Mobile Land Radio Facility provided it meets the above characteristics, has at least 2.5 watts power output, is powered (not simply charged) from the vehicle’s electrical system, and operates from an antenna mounted on the exterior of the vehicle. A portable radio does not have to automatically switch to 1 watt on Marine Channel 13.

A Fixed Land Facility must have an outdoor antenna, adequately grounded, a properly sized and filtered power supply and/or storage battery with battery charger.

Modified Amateur Radio VHF equipment is not accepted for use as a CGAUX Radio Facility.

**VHF Direction Finding Radio.** Direction Finding Radio Facilities must comply with the above characteristics for a VHF Marine Band Radio or for a VHF “Part 90” Programmable Radio, and the specifications described in the "Auxiliary Operations Policy Manual". Direction Finding facilities must also have communications capability via telephone (land line or cellular) or an authorized radio link (such as the AUXNET Auxiliary network) which does not operate on VHF Marine Band channels to communicate with other Direction Finding facilities and/or controlling stations.

**PROCESS TO ESTABLISH A VHF REPEATER FACILITY**

Requests to establish a VHF Repeater Facility will be handled on a case-by-case basis by the DSO-CM. Once established, a VHF Repeater Facility follows the operational and technical requirements as established by the DSO-CM. Site lease negations shall only be performed by the DSO-CM and/or the Coast Guard Real Estate office. Site lease agreements shall be the responsibility of the DSO-CM and District Legal.
PROCESS TO ESTABLISH AN HF FIXED OR HF MOBILE FACILITY

HF Fixed or Mobile Radio. An HF Fixed Land or Mobile Facility radio must operate on all USCG AUX frequencies and must be connected to an antenna on the exterior of the building or the exterior of the vehicle.

A Fixed Land Facility must have an outdoor antenna, adequately grounded, a properly sized and filtered power supply and/or storage battery with battery charger.

An HF Radio Facility will not be approved unless it also has a VHF Marine Band or a VHF “Part 90” Programmable Radio (both as defined in this Manual) installed and operational.

ADMINISTRATION (PAPERWORK)

Communications Inspectors shall complete the "Auxiliary Radio Facility Inspection Report and Offer for Use Form" (Form ANSC 7004), available at http://forms.cgaux.org/archive/a7004.pdf – complete instructions are on the second page of the form. A copy of this form appears in this Manual as Appendix A, however inspectors must ensure that they are using the most recent form by downloading the form from the Web site.

The Form ANSC 7004, after successful facility inspection, is forwarded to the Division Communications Officer (SO-CM). The SO-CM will verify the facility owner, the
Communications Inspector, and the facility radio call sign being issued. The SO-CM retains a copy of the ANSC 7004 form for his/her records and forwards the original form to the ADSO-CM Administration.

The ADSO-CM Administration will check the form for completeness and will either return an incomplete/incorrect/illegible form to the SO-CM or send a complete/correct form to the D1SR Qualifications Team. The ADSO-CM Admin will maintain a log of the for the handling of all forms.

The D1SR Qualifications Team will perform a final review of the packet and either forward the packet to the Director of Auxiliary (DIRAUX) and request that an authorization letter and facility decal for the facility be issued to the facility owner, or return the packet to the owner and ADSO-CM noting the discrepancy(ies).

Land mobile owners must carry a copy of their approved Radio Facility Inspection and Offer for Use Form (CG-2736A/ANSC-7004) in their vehicle.

**RADIO FACILITY INSPECTIONS**

VHF Radio Facilities require an initial inspection and re-inspected every three years. Re-inspections follow the same procedure as initial inspections. The original facility radio call sign may be retained provided that there is no break in ownership or inspections of the facility. Facilities not renewing their certification by the third anniversary date may lose their original facility radio call.

HF Radio Facilities require only an initial inspection.

Auxiliarists may not inspect their own radio facility or those owned by members of their immediate family.

Operation Vessel and Aircraft radios are inspected as part of the vessel/aircraft’s annual inspection. However, inspection by a communications staff officer are highly encouraged, as is training of vessel/aircraft inspectors so that they are aware of radio inspection criteria.
AUTHORIZED RADIO CHANNELS

VHF-FM MARINE RADIO CHANNELS

This is the minimum set of VHF Marine Radio channels required for an Auxiliary Facility. (Note that all channels are Wideband (25 kHz), Frequency Modulated.

<table>
<thead>
<tr>
<th>CHANNEL</th>
<th>USE</th>
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<tbody>
<tr>
<td>06</td>
<td>Search and Rescue, Inter-Ship Safety</td>
<td>(1)</td>
</tr>
<tr>
<td>16</td>
<td>Distress, Safety and Calling</td>
<td>(1)</td>
</tr>
<tr>
<td>21A</td>
<td>Coast Guard – Working</td>
<td>(1)</td>
</tr>
<tr>
<td>22A</td>
<td>Coast Guard – Liaison</td>
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<td>23A</td>
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</tr>
<tr>
<td>83A</td>
<td>Coast Guard – Working</td>
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NOTES:

(1) Usable by Auxiliary Operational Facilities conducting official Coast Guard business.

(2) Usable for intra-Auxiliary Operational Vessels, Operational Aircraft and Radio Facilities communications.
AUXNET (NON-MARINE BAND) USCG AUX RADIO CHANNELS

This is the minimum set of VHF U.S. Government radio channels required for an Auxiliary Facility. (Note that all channels are Narrowband (12.5 kHz), Frequency Modulated.)

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<thead>
<tr>
<th>CHANNEL NAME</th>
<th>USE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Simplex (direct)</td>
<td>Simplex communications – General Local Use</td>
<td>(1)</td>
</tr>
<tr>
<td>TAC 1 (direct)</td>
<td>Special Event or Command – National Channel</td>
<td>(2)</td>
</tr>
<tr>
<td>TAC 2 (direct)</td>
<td>Special Event or Command – National Channel</td>
<td></td>
</tr>
<tr>
<td>D1SR TAC (direct)</td>
<td>Special Event or Command Channel – unique to D1SR</td>
<td></td>
</tr>
<tr>
<td>Mount Stowe</td>
<td>Repeater stations. Provide extended range communications within their coverage areas.</td>
<td></td>
</tr>
<tr>
<td>Lake George</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Albany</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hudson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewaren</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sandy Hook</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Long Island</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastern Long Island</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New London</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Haven</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Event</td>
<td>Deployable repeater stations. Provide extended range communications when deployed. Can be used where there is no normal repeater coverage or to provide additional coverage in an area already served by a repeater.</td>
<td></td>
</tr>
</tbody>
</table>

NOTES:

(1) The use of the National Simplex channel must be controlled where a Special Event repeater is used. At such operations, National Simplex should only be used by radios that do not have but need to hear the Special Event channel.
(The National Simplex channel is the “talk around” channel for the Special Event repeater.)

(2) Channel is not required in radios unable to effectively synthesize this frequency.
CALL SIGNS

REGULATIONS FOR THE USE OF CALL SIGNS

Coast Guard Auxiliary Radio Call Signs must be used whenever a station is conducting official Coast Guard or Coast Guard Auxiliary business (SAR, emergency or routine patrol communications, etc.) on Coast Guard assigned frequencies.

When a Vessel or Aircraft Facility is “Non-Operational” (not operating under orders), it is not recognized as a Government station and may not use a Coast Guard Auxiliary call sign.

When using Coast Guard Auxiliary call signs, the radio facility is a Government station. Coast Guard Auxiliary call signs must not be mixed with Federal Communications Commission (FCC) civilian radio call signs. Official business is normally conducted only on authorized Coast Guard VHF-FM Channels and/or frequencies, as listed in the previous section.

- Normal Operations – Channels 16, 21A, 22A, 23A, 81A, and 83A
- SAR Liaison – Channels 22A and Channel 06
- Coast Guard Auxiliary Network (AUXNET)

Exceptions:

- Where alternate channels and/or frequencies are authorized by Coast Guard or tactical authority or required by vessel safety considerations.
- When operation on other frequencies are required in order to maintain viable SAR communications for the duration of an incident.

VESSEL CALL SIGN ASSIGNMENT

Radio call signs for vessels are assigned by the Director of Auxiliary and consist of a six-digit number (which may be followed by an alphabetical suffix). An example of a Complete Call Sign (Long Call Sign) is "Coast Guard Auxiliary Vessel 232469". An example of a Short Form (Short Call Sign) is "469" or "Auxiliary 469".

AIRCRAFT CALL SIGN ASSIGNMENT

Auxiliary aircraft use the aircraft identification number (tail number) as their radio call sign. An example of the Complete Call Sign (Long Call Sign) is "Coast Guard AuxAir November 1234 Victor", or “Coast Guard Auxiliary Aircraft November 1234 Victor".
An example of the *Short Form* (Short Call Sign) is "AUXAIR 34 Victor".

**VHF CALL SIGN ASSIGNMENT**

Radio call signs for VHF Fixed or Mobile Facilities are issued by the Division Communications Officer (SO-CM). The configuration of these call signs may be negotiated with the facility owner or assigned at the discretion of the SO-CM; however, they must be in compliance with the District Radio Call Sign Policy.

VHF call signs are issued to the station and not to the member. The member may only use a call sign when operating the specific station to which it was issued. Another member may use that call sign only when supervised by the station owner and while the station owner is present.

VHF call signs for Fixed stations are geographic city or recognizable regional names. An example of the *Complete Call Sign* (Long Call Sign) is "Coast Guard Auxiliary Bay Shore Radio". An example of the *Short Form* (Short Call Sign) is “Bay Shore”.

VHF call signs for Mobile stations are composed of the Division number followed by an alphabetical character. An example of the *Complete Call Sign* (Long Call Sign) is "Coast Guard Auxiliary Mobile 18 Foxtrot". An example of the *Short Form* (Short Call Sign) is "18 Foxtrot". Divisions having more than 26 land mobile radio facilities may append a second letter to the call sign, for example:

- "18 Alpha Mike"
- "10 Bravo Delta", etc.

**HF CALL SIGN ASSIGNMENT**

Radio call signs for HF Fixed or Mobile Facilities are issued to the owner by National, and that call sign may be used when operating other HF equipment at a different location.

**THE USE OF LONG AND SHORT CALL SIGNS**

Long call sign and short call sign formats shall be used as follows:

- Complete call signs shall be used on all initial calls to, and initial answers to, a facility or station.
- Short forms shall only be used after contact has been initiated with a facility or station.
TACTICAL RADIO CALL SIGNS

Tactical Radio Call Signs may be issued temporarily for short term special events, such as training of non-TCO personnel, public safety, and contingency events. Authority to establish and issue these radio call signs lies with the ICS Communications Unit Leader (COML) or the ranking Auxiliary Communications Officer (FSO, SO, or DSO/ADSO). These call signs are only temporary and automatically expire upon completion of the event for which they were issued.

Examples of Tactical Radio Call Signs are:
- "Division Command"
- "Conference Desk"
- "Search Team Bravo"
- "Trainee Alfa"
- "Net Control"

Tactical call signs shall not be used by an Auxiliarist who is performing watchstanding at a personal Fixed or Mobile Facility.

During Radio Drills and/or Training Exercises, established radio facilities should use their issued calls, along with the standard radio call sign formats, to familiarize Auxiliarists with their correct usage.

The call sign "Net Control" may optionally be used by the station conducting a drill or training exercise.

CALL SIGNS FOR CACHE RADIOS

When cache radios are used, in the absence of a radio having been assigned a Tactical Radio Call Sign, the cache radio’s engraved four-digit number shall be used as its call sign. For example:
- “Portable 3668”

TACTICAL CALL SIGNS FOR D1 STAFF POSITIONS

Certain D1SR staff positions have been assigned Staff Call Signs. These call signs are assigned to the position and not the Auxiliarist and shall not be used when the staff member is operating a fixed, aircraft, or mobile radio facility.

Staff Call Signs are:

<table>
<thead>
<tr>
<th>CO1</th>
<th>Commodore</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO2</td>
<td>Chief of Staff</td>
</tr>
<tr>
<td>IP1</td>
<td>Immediate Past Commodore</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>CA3</td>
<td>Aid to the Commodore</td>
</tr>
<tr>
<td>L1</td>
<td>DSO – Legal</td>
</tr>
<tr>
<td>G1</td>
<td>Chief of Logistics</td>
</tr>
<tr>
<td>FN1</td>
<td>DSO – Finance</td>
</tr>
<tr>
<td>DC1</td>
<td>DCAPT-SECNY North</td>
</tr>
<tr>
<td>DC3</td>
<td>DCAPT – SECNY South</td>
</tr>
<tr>
<td>CD1</td>
<td>Commander – Division 1</td>
</tr>
<tr>
<td>CD4</td>
<td>Commander – Division 4</td>
</tr>
<tr>
<td>CD6</td>
<td>Commander – Division 6</td>
</tr>
<tr>
<td>CD10</td>
<td>Commander – Division 10</td>
</tr>
<tr>
<td>CD12</td>
<td>Commander – Division 12</td>
</tr>
<tr>
<td>CD14</td>
<td>Commander – Division 14</td>
</tr>
<tr>
<td>CD18</td>
<td>Commander – Division 18</td>
</tr>
<tr>
<td>CD24</td>
<td>Commander – Division 24</td>
</tr>
<tr>
<td>AV1</td>
<td>DSO -- Aviation</td>
</tr>
<tr>
<td>AV3</td>
<td>ADSO – Aviation</td>
</tr>
<tr>
<td>AV5</td>
<td>ADSO – Aviation</td>
</tr>
<tr>
<td>AV7</td>
<td>ADSO – Aviation</td>
</tr>
<tr>
<td>ASC1</td>
<td>Auxiliary Coordinator -- SECNY</td>
</tr>
<tr>
<td>CM1</td>
<td>DSO – Communications</td>
</tr>
<tr>
<td>CM3</td>
<td>ADSO – Administration</td>
</tr>
<tr>
<td>CM5</td>
<td>ADSO – SECNY North</td>
</tr>
<tr>
<td>CM7</td>
<td>ADSO – SECLIS North</td>
</tr>
<tr>
<td>OP1</td>
<td>DSO – Operations</td>
</tr>
<tr>
<td>OP3</td>
<td>ADSO – Operations</td>
</tr>
<tr>
<td>OP5</td>
<td>ADSO – Operations</td>
</tr>
<tr>
<td>OP7</td>
<td>ADSO – Operations</td>
</tr>
<tr>
<td>OP9</td>
<td>ADSO – Operations</td>
</tr>
<tr>
<td>IM1</td>
<td>DSO – Incident Management</td>
</tr>
<tr>
<td>IM3</td>
<td>ADSO – Incident Management</td>
</tr>
<tr>
<td>IM5</td>
<td>ADSO – Incident Management</td>
</tr>
</tbody>
</table>
OPERATIONAL COMMUNICATIONS

The maintenance of two-way communications with either a Coast Guard or Coast Guard Auxiliary unit is required whenever a vessel, aircraft, mobile radio facility, or special-purpose facility is on an operational mission. The Coast Guard or Coast Guard Auxiliary unit “holds the guard” for the operational facility.

Operational communications are normally handled on VHF-FM channels designated for the area of operations. When communicating sensitive information, it is appropriate to communicate by a more secure means, such as cellular telephone or landline telephone.

For any patrol, a facility must have two-way communications with its guarding Coast Guard or Auxiliary unit (or alternate agency). Stations holding “Guard” must immediately report a communications loss to the Coast Guard if the reporting period is exceeded.

REQUESTING PERMISSION FOR AUXILIARY RADIO FACILITY TO PERFORM RADIO GUARD FOR ANY PRE-PLANNED EVENT

Auxiliary Radio Facilities holding the radio guard for Coast Guard assets as well as for other government agencies relieve Coast Guard station and sector communications units, especially during large and geographically diverse events, provided that the Auxiliary watchstanders are well trained and that the facility can provide radio coverage to the area on multiple radio channels.

An Auxiliary unit desiring to establish such a radio guard for a pre-planned event shall, with as much prior notice as is possible, notify the DSO-CM. The DSO-CM shall assist the unit develop a plan in outline form, which shall include:

At a minimum, this notification shall contain:

- The name of the Auxiliary radio communicator in charge along with complete contact information.
- The name of the planned event.
- The day(s) and hours(s) anticipated for the radio guard.
- The number of Coast Guard (regular and auxiliary) assets anticipated to be in attendance.
- The number of other government agencies (police, fire, EMS, etc.) anticipated to be in attendance.
- Any assistance (either personnel or equipment) required.
- Any additional amplifying information as may be appropriate.
• A completed ICS 205 for the event.
• A description of the radio coverage that can be provided throughout the event’s area.
• A sufficient number of dispatch radios so that one radio can be dedicated to each radio channel being monitored. In addition to the number of channels needed for the event, one radio each shall be needed for VHF 16 and VHF 21A.
• Telephone communications.
• A minimum of two qualified communicators.

The DSO-CM will present this request to the following for consideration and approval:

• Sector’s Command Center
• Sector’s Command Center Communications Unit Manager
• Sector’s Auxiliary Coordinator

The Sector’s Command Center shall be responsible for approving or denying the request, or with requesting any changes to the proposal.
MISSION REPORTING

Once a communications mission has been completed, a Mission Report must be completed, in the same manner as is done after the completion of a patrol or any other operational activity. The illustration below is from the automatic fill-in form that is available from http://forms.cgaux.org/archive/a7030.pdf.

Once “RADIO” has been entered as “TYPE OF RESOURCE”, the pull-down menu, or the explanation pages downloadable with the form, will prompt for the insertion of the proper information of the type of mission.

After entering the resource type, select the mission type, which includes a number of possible choices including Radio Watchstanding/Net (20B). Ensure that the type of mission closest to the activity performed, then complete the form according to the directions. Proper mission reporting is important in order to enable the evaluation of the effort expended on various programs, searches, and other missions.
DUTIES OF DIVISION COMMUNICATIONS OFFICERS
(Excerpted from the USCG Auxiliary Division Procedures Guide)

Ref: Auxiliary Radio Facility Inspection Report (ANSC 7004)
Auxiliary Operations Policy Manual M16798.3 (Series)
Auxiliary Web Site (http://www.cgaux.org)

(1) Be prepared to assist the Flotilla with any workshops and training sessions.

(2) Be familiar with the contents of all the various publications that pertain to communications, especially the Auxiliary Operations Policy Manual and the D1SR Communications Manual.

(3) Take positive steps to ensure that the FSO-CMs are well trained.

(4) Initiate and maintain contact with the DSO-CM and the ADSO-CM for your area.

(5) Be alert for any problems with communications supplies.

(6) Establish communications goals and objectives for your Division.

(7) Prepare regular mailings to the Flotilla Communications Staff Officers. Pass down all procedures and information received.

(8) Working with the SO-IS, verify the communications data for the Division.

(9) When a weakness is observed within a Flotilla, correspond with the appropriate staff officer. Request advice on the nature of the problem and offer assistance. When appropriate, prepare correspondence for the DCDR or VCDR to use in requesting information from the Flotilla Commanders on the perceived problems.

(10) Manage the fixed-land and land-mobile radio facilities in the Division. Maintain the records required by the DSO-CM and provide any reports that may be required.

(11) Assist the FSOs-CM, as may be required, to inspect Fixed Land and Land Mobile Radio Facilities.

(12) Manage fixed land and land mobile facilities in the Division. Maintain necessary records and reports. Assign radio call signs for communications facilities in your division. Review the appropriate AUXI MIS data, at least quarterly, to track the
status of the Division’s Communication Stations. Alert owners of fixed and mobile radio facilities to the need of tri-annual re-inspections.

Auxiliary Division Procedures Guide (COMDTPUB P 17791.3, published in 1993). The SO-CM job responsibilities are found in Enclosure (1) p E1-37, paragraphs 3, 4 and 5.

(13) Instruct the FSO-CM’s in the method to inspect radio facilities. Assist in the inspections as needed.

(14) Coordinate with the SO-MT to ensure Communications training as part of workshops or individual training sessions.

(15) Promote teaching of the AUXCOM Specialty Course as an entry level in communications and the Telecommunication Operator (TCO) PQS for Auxiliary operators of Radio Facilities.
DUTIES OF FLOTILLA COMMUNICATIONS OFFICERS
(Excerpted from the USCG Auxiliary Flotilla Procedures Guide)

Ref: Auxiliary Radio Facility Inspection Report) (ANSC 7004)
Auxiliary Operations Policy Manual M16798.3 (Series)
Auxiliary Web Site (http://www.cgaux.org)

(1) Exercise staff responsibility and supervision over all matters pertaining to flotilla communications, and keep flotilla members informed of all developments in this area.

(2) Develop and deliver training to flotilla members as to proper two-way radio usage, operation of communications equipment, and facilities (including the AUXNET system) available to them.

(3) Unless otherwise directed, schedule qualified Auxiliarists to perform specific activities within your area of responsibility. This schedule must include a specific time and place for the activity.

(4) Maintain liaison with the Division Communications Staff Officer (SO-CM) in planning, organizing and implementing the flotilla’s communication activities.

(5) Ensure that each and every activation of an Auxiliary Radio Facility is under Coast Guard orders, or as part of authorized Auxiliary activities.

(6) Inspect fixed land and land mobile radio facilities if qualified as a Communications Specialist (prior to Aug ’08) or TCO.

(7) Encourage members to establish additional radio facilities.

(8) In cooperation with the Flotilla Member Training Staff Officer (FSO-MT), encourage increased member participation in communications training and qualification as Communications Specialists or TCOs.

SUGGESTED ADDITIONAL COMMUNICATIONS STAFF OFFICER DUTIES:

GENERAL DUTIES:

(9) Submit articles to the flotilla and division publications when deemed necessary or when requested in order to keep the members updated.
(10) Encourage the use of radio facilities and promote participation in communications drills.

(11) Work with the Division Staff Officer for Communications (SO-CM) in planning, directing, and controlling Auxiliary communications activities.

(12) In coordination with the Member Training Staff Officer (FSO-MT) and the Operations Staff Officer (FSO-OP), participate in any required operations seminar. Also, develop and supervise flotilla training exercises in search and rescue communications for vessels and aircraft.

(13) Maintain an up-to-date list of Communications Specialists and TCOs.

(14) Work with the Operations Staff Officer (FSO-OP) and the local Coast Guard radio stations toward the provision of qualified Auxiliarists for the standing of communications watches, telephone watches, etc.

SPECIFIC DUTIES

(15) Publish and maintain an up-to-date emergency telephone “calling tree” for member alerting.
AUXNET RADIO NET DESCRIPTION AND OPERATING GUIDELINES

DEFINITION AND PURPOSE

The AUXNET is a D1SR VHF-FM voice communications system with both direct (simplex) and repeated channels, operating on government frequencies as assigned by CG Headquarters for Auxiliary use.

AUXNET is a support, training, logistics and administrative network internal to the Auxiliary. It does not replace marine VHF as the District's primary Command, Control, and SAR medium for patrol or related operations. However, it supplements, and may on occasion be dedicated to act as the District’s primary radio network when circumstances dictate.

The system may be utilized by land, mobile, portable, vessel, and aircraft stations at the Flotilla, Division, and District levels for authorized purposes, following policies established by the District through this Communications Manual and in future directives.

Direction Finding units, both land and mobile, are encouraged to utilize AUXNET channels for coordination of DF searches.

Radio procedures on the AUXNET will conform to established Coast Guard standards for radiotelephone communications, with the goal of developing proficiency which is transferrable to marine VHF and other operational networks. Use of the net in the normal conduct of Auxiliary business is encouraged in order to develop the confidence level and skill of the operators, and to provide a communications activity for the retention and recruiting of a pool of experienced operators.

AUXNET channels may only be used in two-way radios certified by the FCC as being “Part 90”.

VHF Marine channels may also be programmed into AUXNET two-way radios, providing that the requirements of FCC “Part 80” are observed (25 kHz wide-band channels, automatic switch-over to 1-watt on Channel 13 for mobiles). VHF Marine channels may not be programmed as narrow-band channels.

AUXNET FREQUENCIES AND MODES OF OPERATION

The primary direct channel frequency is the National Simplex Channel. Direct channels are “simplex” (the radios on this channel transmit and receive on the same frequency) and so communications are limited to the power of the weakest radio. Therefore, direct channel are suitable only for "local" (short range) communications between radios.
Direct is the preferred mode when stations are within direct radio range of one another.

Three additional direct channels are available. They are:

- TAC 1
- TAC 2
- D1SR TAC

Each direct channel intended for special events or command functions. TAC 1 and TAC 2 are National Auxiliary channels. D1SR TAC is only used in D1SR. Note that for technical reasons TAC 1 may not appear in all radios.

For long-range communications, a repeater channel should be used. Repeaters are located on tall buildings or mountains throughout the D1SR and are able to “hear” portable and mobile radios at great distances. Conversely, portable and mobile radios can “hear” the repeater from great distances.

The repeater listens on one frequency and automatically retransmits what it hears onto a second frequency. In this fashion, portable and mobile radios are rebroadcasted in “real time”, sounding as if they were transmitting from the same high location where the repeater is located. The repeater will re-broadcast you over great distances because of their higher power and higher antenna. Because of this you must exercise discretion in using a repeater mode. Always use proper operating practices to enable successful sharing of the frequency.

Since the portables and mobiles are not transmitting to each other, should the repeater fail or should the portables or mobiles move outside of the repeater’s coverage area, the two-way radios will not be able to talk to each other. In such a case the radios should be switched to a direct channel to hopefully re-establish communications.

**SYSTEM CONFIGURATION**

The D1SR AUXNET repeater system currently consists of twelve repeaters and numerous transportable Special Event repeaters:

1. STOWE (Mount Mansfield, VT)
2. LK GEORG (Lake George, NY)
3. ALBANY (Albany, NY)
4. HIGHLAND (Highland, NY)
5. HUDSON (Ossining, NY)
6. NY CITY (New York, NY) (formerly named WEST)
7. SEWAREN (Woodbridge, NJ)
8. S HOOK – (Sandy Hook, NJ)
9. CENT LI (Central Long Island, West Islip, NY) (formerly named CENTRAL)
10. EAST LI (Eastern Long Island, Riverhead, NY) (formerly named EAST)
11. N LONDON (New London, CT)
12. N HAVEN (New Haven, CT)
13. SPL EVNT – (Special Event – multiple mobile/portable deployable repeaters)

With the exception of the Special Event repeaters, all repeaters share the same input and output frequencies. Also, some of the repeaters have overlapping coverage. Operators must be aware of overlapping coverage areas and, when operating in such areas, take precautions to avoid creating harmful interference to users of the other repeater(s).

Programming of a radio with AUXNET channels should be performed by persons having practical experience in radio programming software. A specific set of AUXNET, selected marine VHF channels, and the seven national weather channels has been prescribed by D1SR as mandatory. The specific frequencies and tone assignments are SENSITIVE. Qualified programmers are available for programming purposes.

AUXNET USAGE AND NET MANAGEMENT

Development and management of AUXNET usage and networks is performed by the AUXNET Manager, appointed by the DSO-CM. In the absence of an AUXNET Manager, the DSO-CM. The AUXNET Manager may appoint assistants (“Repeater Custodians”) local to the repeaters as necessary to assist in monitoring equipment performance and network operating and training procedures.

The DSO-CM shall issue a Memorandum of Equipment Failure or Discrepancy Report when it is learned that a repeater or other critical piece of radio equipment has suffered a technical difficulty which adversely affects its grade of service. This report will include a description of the failure, an explanation of how the failure may adversely affect its users, and when restoration can be expected. Such a report will be copied to Divisions within the affected geographical area.
The AUXNET Manager has the responsibility and authority to recommend to the DSO-CM the cancellation of net privileges for stations not conforming to operating standards. Sufficient warning shall be given to the offending station in such a case to allow modification of their operating practices.

Any station or unit wishing to have priority access to an AUXNET repeater for a special event or regularly scheduled communications drill must coordinate their schedule through the AUXNET Manager. Notification of such priority repeater use, once granted, will be distributed by the AUXNET Manager to Divisions in the repeater’s operational area. The Net Control Station shall notify others who attempt to converse on the repeater during a period of primary use authorization. In the case of urgent or emergency traffic, the Net Control Station shall make every effort to handle the situation without having the non-net station switch channels.

Informal non-priority use is permitted without authorization.

AUTHORIZED USERS

The system may be used by any member who is properly equipped, has demonstrated understanding of the net procedures (as described herein), and has a valid call sign. This includes established Radio Facilities, and radio equipped Vessels and Aircraft.

These user requirements may be temporarily waived by an event COML or Auxiliary Communications Officer during the operation of a tactical radio net established in support of an Auxiliary special event or mission.

CALLSIGNS FOR THE NET

When operating as currently inspected Land or Mobile Radio Facilities, or as radio equipped Auxiliary vessels or aircraft, the call sign of the Facility shall be used in accordance with current policy (i.e., use of facility call sign, District staff call sign, tactical call sign, cache radio call sign, CG facility/boat/aircraft call sign, etc.).

An event COML or Auxiliary Communications Officer (FSO, SO, DSO/ADSO) may authorize additional temporary call signs for special events.

AUTHORIZED TRAFFIC

- Disaster Communications – Replacement for or augmentation of normal telephone services.

- Auxiliary Business - Informal or formal information exchange concerning Auxiliary events, procedures, activities, and programs in general, and communications activities in particular.
• Communications Training - Organized drills by previous arrangement. Informal training use of the system for authorized purposes is encouraged.

• DF Coordination - For use in coordinating and improving Direction Finding activities and accuracy.

• Logistics and Movements - Coordination and direction of mobile station, vessel, aircraft, and personnel movements.

• SAR Support - Supplement marine VHF coverage for Search and Rescue.

• Technical - Traffic relating to development and testing of the radio system.

• Special Event - Prearranged use of the system for support of Coast Guard or Auxiliary special activities

PROHIBITED TRAFFIC

• Obscenity.

• Electioneering, or any derogatory remarks or discussion concerning personnel or units.

• Strictly personal business, or commercial activity.

• Revealing net frequencies, modes, exact location of sites, or other information which could jeopardize the integrity of the system.

STATES OF THE NET

• Open – Available for any authorized traffic.

• Controlled – Under immediate supervision of a net control station. All transmissions must be cleared with net control before sending traffic.

• SAR – Net is being used to support a specific SAR mission. Traffic restricted to the case in process. May or may not be in the "controlled" mode.

TRAFFIC PRECEDENCE

Stations operating on the AUXNET shall yield air time in the following order:

1. Any station declaring distress or emergency traffic, the highest precedence.

2. Any station declaring priority traffic.
3. Search and Rescue support.

4. Special event. (Coast Guard Academy Introductory Mission (AIM) staff has priority on the New London repeater during July)

5. Scheduled drill or net.

6. Portable unit.

7. Vessel, aircraft, or mobile unit.

8. All other traffic. (lowest precedence)

EQUIPMENT

The District provides, and the Auxiliary maintains, the repeater relay stations as resources allow. Normal maintenance and adjustments will be made by Auxiliarists who are appointed by the DSO-CM. Such members shall possess the requisite technical skills, such as possession of an Amateur Radio License of Technician Class or higher, or an FCC General Radiotelephone License or higher, or other technical certificate of equal merit.

The Auxiliary, at the District Level, maintains within budgetary feasibility, a pool of equipment (cache radios). A reasonable amount of equipment is available to support special events.

From time to time radio equipment is available to loan to individual Auxiliarists who have a demonstrated need. Normally the loan duration will be commensurate with the member’s continued interest and activity. Equipment loaned to an Auxiliarist by the D1SR Auxiliary Communications Team (ACT) shall be signed for by the Auxiliarist and shall be listed on their Flotilla’s Financial Report of Auxiliary Unit (ANSC 7025), Part C of the Unit Inventory Section. Users of loaned equipment, if separated from the Auxiliary or transferred to another Flotilla, shall immediately either return all District-owned loaned property to the DSO-CM or arrange with the DSO-CM a re-assignment of the equipment. The Flotilla Commander (FC) shall insure that loaned equipment is returned ACT prior to a member transferring from the flotilla.

Auxiliarists may purchase or utilize their own radio equipment, and are encouraged to do so. Such equipment shall be compatible with the all technical requirements. The ADSO-CM will provide this information on request.
NETS

The D1SR AUXNET repeaters have scheduled monthly check-in nets designed to allow users to check their equipment operation as well as confirm proper repeater operation. These nets occur on the third Thursday of each month and each typically run for 10-minute duration on the following schedule (local time).

- Albany 1830
- Lake George 1840
- Stowe 1850
- Highland 1910
- Hudson 1920
- NYC 1930
- Sewaren 1940
- Sandy Hook 1950
- Central LI 2010
- Eastern LI 2020
- New Haven 2030
- New London 2040

These nets are normally conducted by a Net Control Station (NCS). Any station may act as the Net Control in the absence of a pre-designated NCS.

Individual nets for various Divisions may be established at other times and should be considered training drills. Check-ins to such nets are not restricted to members of that Division.

AUXNET NET CONTROL SCRIPT, LOG, AND REPORT

To aid net control stations, a suggested net opening and check-in script has been developed and is attached to this Manual as Appendix D. This form includes an area for the NCS to log stations checking into the net, and an area for the NCS to record message traffic passed, general comments, and technical issues.

The NCS shall forward this AUXNET Net Control Script, Log, and Report form to the AUXNET Manager (or to the ADSO-CM Engineering in the absence of an AUXNET Manager) within one week of the net.
CG AUXILIARY HIGH FREQUENCY COMMUNICATIONS PROGRAM

In 2006 the Coast Guard Auxiliary entered into a new High Frequency communication program replacing the Federal Highway Administration (FHWA) program.

The purpose of the program is to create an independent, nationwide communications system for use within and between Districts for support of Auxiliary operations during periods when normal communications resources are not available and to supplement CG communications assets as required. These resources are available to provide communications capability (voice, image, data) in support of Auxiliary and CG activities over large geographic areas in response to events, planned and unplanned and to facilitate interoperability. The Auxiliary activities include net activity, drills, and communications tests. Other activities include participation in other government networks (SHARES) and to supplement CG communications when designated by CG commands.

The Auxiliary National Telecommunications Department has received 33 HF channels from the CG that are in the range of 2 MHz and 23 MHz. These channels are authorized to operate on the upper sideband mode (USB) and for data with a maximum emission bandwidth of 3 kHz.

The operation of the D1SR HF/MF Net falls under the jurisdiction or the ADSO-CM (HF OPS).

To become part of this program, members must proceed as follows:

1. The Fixed Land or Mobile facility must have prior approval by DIRAUX as an HF facility with transmit capability on 2182 kHz, 2670 kHz, and above.

2. Amateur transceivers that have the MARS modification are approved for use in this system.

3. The HF antenna system must be capable of proper operation outside of the amateur radio frequencies without the use of "traps".

4. Headquarters approval is required to gain access to this HF system.

5. To obtain Headquarters approval, the DIRAUX approved HF ANSC 7004 facility form must be routed to the ADSO-CM (Admin) who will process it through National.
6. Details of the National program may be found at:
   http://rdept.cgaux.org/documents/BeQualified/BecomingQualifiedAuxiliaryHighFrequencyProgram.pdf
INSTRUCTIONS

GENERAL
1. This form is used to file an Offer of Use, report a Radio Facility Inspection, or to make Changes in the status of a previously authorized facility. Radio facility inspections are valid for a period of three years. Auxiliary Radio Facilities are considered US Government stations.
2. Do not file this form for an Enhanced Communications Facility.
3. TYPE OF REPORT – Check box to indicate initial, reinspection, or change, and enter year of this inspection.

SECTION I - MEMBER DATA – To be completed by Member
1. MEMBER NUMBER – Enter the station owner’s seven-digit auxiliary member ID number, or the member ID number of the unit’s elevated Unit leader in the case of an auxiliary unmanned station. Unmanned radios do not require reinspection again when another Unit leader, provided the three-year acceptance period has not expired.
2. LAST NAME, FIRST NAME, MIDDLE INITIAL – Enter the owner’s or Unit leader’s name.
3. FACILITY IDENTIFICATION – Enter the facility status & ID number if known, otherwise leave blank for entry by the Director. The facility ID number is not the call sign of the station, but the ANBD data base.
4. FACILITY INSPECTION DATE – Enter month, day, and year of the facility’s last inspection as a digits in ayyymmmdd format (July 4, 2003 = 070403003).
5. OWNER QUALIFICATION – Enter owner’s qualification as a radio station operator (either TOG qualification or D1SRUS if completed prior to August 1, 2004). Indicate date qualification issuance. Leave blank for an unmanned facility.
6. UNIT OWNED STATION – Enter owner’s qualification as an auxiliary Unit, enter the Unit’s unit number in the ANBD database. (See 401-17-02)
7. PREVIOUS FACILITY IDENTIFICATION – Enter previously assigned facility number if this facility replace previously authorized.
8. PERCENT OF OWNERSHIP – Indicate your percent of ownership. If less than 100% (i.e., multiple ownership), then submit the information required for multiple owners in this form. (Refer to example in Appendices in Operations Manual). Enter 100% for an unmanned facility.
9. DESCRIPTION OF STATION LOCATION – Enter the description of the site and in what kind of site the facility is housed (i.e., home, vehicle, marine, trailer, etc.). Use only one of these descriptions:
   - Fixed home
   - Fixed Auxiliary Unit
   - Fixed Marine
   - Portable
   - Transportable
10. STREET ADDRESS OF STATION – Enter address of fixed facility location. If mobile, portable, or transportable, enter owner’s address.
11. REASON ADDRESS OF PROPERTY OWNER WHERE STATION LOCATED – If same as above, check box, otherwise indicate property owner’s name and address.
12. OWNER’S EMAIL ADDRESS – Enter the facility’s owner’s email address.

SECTION II - RADIO FACILITY DATA – To be completed by Owner
1. TYPE OF STATION – Check appropriate box (check only one box). One radio may not be used in more than one type of operation:
   - FIXED LAND – A station that operates from a single location as described in Section I.
   - PORTABLE – A station which is mobile, considered as a Facility only with approval of D1SRUS.
   - PORTABLE GROUP – A station which is mobile, considered as a Group under Land Mobile, with one master call sign assigned for the group and each individual radio with an alpha and/or numeric identifier.
   - TRANSPORTABLE – A station which is transitory to various fixed locations but is not intended to be used while in motion (i.e., deployable go-kits).
2. REpeater – Check if the Radio Facility is a repeater. This Offer of Use will be processed along with FMA’s IS-D1SRUS for VHF station approval. After VHF approval it will be routed to the Auxiliary Maritime Telecommunications Staff for HF approval prior to operation.
3. TRANSMITTER-TRANSDUCER – Check the TYPE and enter model, and output power of equipment used.
   - VHF stations operating on Marine Band channels are limited to 5W output.
   - An HF radio facility will not be approved unless accompanied by a Marine VHF radio facility using the same ANBD 7004 form.
   - GOVERNMENT FREQUENCIES AVAILABLE – Check all that apply. If not listed, enter “OTHER / RPT”.
   - EMERGENCY POWER AVAILABLE – Check only for Fixed or Transportable stations.
4. ANTENNA INFORMATION – Complete for all Fixed Land Facilities and Transportable Facilities. Enter antenna make and model number or generic type (dipole, Yagi, etc.). Enter the rated gain in decibels relative to a dipole antenna (dBd) and the frequency range of the antenna (20-50 MHz, etc.)
5. ENTER LATITUDE AND LONGITUDE – Enter in degrees, minutes, and seconds for principal location of the facility. Latitude and Longitude must be entered for all facilities.
6. HF AUXILIARY RADIO FACILITY VHF CALL SIGN – Enter auxiliary call sign assigned according to the Director’s Communications Plan. This call is not the facility identification number but the station identifier (call sign) as specified in the Auxiliary Operations Manual. (Fixed land call signs are assigned using the station’s geographic location. Mobile and transportable call signs normally begin with the owner’s &/or call sign.
7. FACILITY AVAILABILITY – Check applicable box to indicate times/matterial facility will be available (All Days, Week Days, Week Nights, Weekends, and/or Emergency Calls).

SECTION III - INSPECTOR’S ENGAGEMENT AND RADIO FACILITY CHECK LIST
1. INSPECTOR INFORMATION – Complete entire Section III. Enter inspector’s name and seven-digit auxiliary member ID number, and if D1SRUS or QUUSDM Quick data, sign and date the form, and enter inspector’s District/Office/Region number and OQ position. Follow your DSO’s/CG’s Inspector Checklist.
2. VHF/IF/RF CONTACT PERSON – Enter the name of the contact person at the facility, who will be the point of contact.
3. ROUTING APPROVALS – If inspector is DSO-CH, route through DSO-CH and DSO-CM. If inspector is RGO-CH, route through RGO-CH.

SECTION IV - OWNER’S STATEMENT, OFFER FOR USE & UNIT
1. OWNER’S STATEMENT – Sign and date form to indicate information is correct, the facility is offered for use, and will be operated per current directives. Enter Owners Name and call sign as appropriate. Owners are responsible for their facility. Owners must notify the DSO-CM and D1SRUS of any changes in available frequencies, antenna height, station location, or call sign.
2. If Unowned, the Unit leader (listed as “Owner” in Section I) must sign the form in Section IV.

SECTION V - ACCEPTANCE BY DIRECTOR
1. This form will be completed by the Director, who will enter the expiration date and sign the form.
2. The form will be returned to the Directory who will enter the expiration date and sign the form.
3. The person entering the information into ANBD will enter the member’s copy of the completed document.
## APPENDIX B – U.S. VHF-FM MARINE CHANNELS

<table>
<thead>
<tr>
<th>Channel Number</th>
<th>Ship Transmit MHz</th>
<th>Ship Receive MHz</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>01A</td>
<td>156.050</td>
<td>156.050</td>
<td>Port Operations and Commercial, VTS. Available only in New Orleans/Lower Mississippi area.</td>
</tr>
<tr>
<td>05A</td>
<td>156.250</td>
<td>156.250</td>
<td>Port Operations or VTS in the Houston, New Orleans and Seattle areas.</td>
</tr>
<tr>
<td>07A</td>
<td>156.300</td>
<td>156.300</td>
<td>Intership Safety</td>
</tr>
<tr>
<td>08</td>
<td>156.350</td>
<td>156.350</td>
<td>Commercial</td>
</tr>
<tr>
<td>09</td>
<td>156.400</td>
<td>156.400</td>
<td>Commercial (Intership only)</td>
</tr>
<tr>
<td>10</td>
<td>156.450</td>
<td>156.450</td>
<td>Boater Calling. Commercial and Non-Commercial.</td>
</tr>
<tr>
<td>11</td>
<td>156.500</td>
<td>156.500</td>
<td>Commercial</td>
</tr>
<tr>
<td>12</td>
<td>156.550</td>
<td>156.550</td>
<td>Commercial. VTS in selected areas.</td>
</tr>
<tr>
<td>13</td>
<td>156.600</td>
<td>156.600</td>
<td>Port Operations. VTS in selected areas.</td>
</tr>
<tr>
<td>14</td>
<td>156.650</td>
<td>156.650</td>
<td>Intership Navigation Safety (Bridge-to-bridge). Ships &gt;20m length maintain a listening watch on this channel in US waters.</td>
</tr>
<tr>
<td>15</td>
<td>156.700</td>
<td>156.700</td>
<td>Port Operations. VTS in selected areas.</td>
</tr>
<tr>
<td>16</td>
<td>156.750</td>
<td>156.750</td>
<td>Environmental (Receive only). Used by Class C EPIRBs.</td>
</tr>
<tr>
<td>17</td>
<td>156.800</td>
<td>156.800</td>
<td>International Distress, Safety and Calling. Ships required to carry radio, USCG, and most coast stations maintain a listening watch on this channel.</td>
</tr>
<tr>
<td>18A</td>
<td>156.850</td>
<td>156.850</td>
<td>State Control</td>
</tr>
<tr>
<td>19</td>
<td>161.600</td>
<td>161.600</td>
<td>Port Operations (duplex)</td>
</tr>
<tr>
<td>20</td>
<td>157.000</td>
<td>157.000</td>
<td>Port Operations</td>
</tr>
<tr>
<td>21A</td>
<td>157.050</td>
<td>157.050</td>
<td>U.S. Coast Guard only</td>
</tr>
<tr>
<td>22</td>
<td>157.100</td>
<td>157.100</td>
<td>Coast Guard Liaison and Maritime Safety Information Broadcasts. Broadcasts announced on channel 16.</td>
</tr>
<tr>
<td>23</td>
<td>157.150</td>
<td>157.150</td>
<td>U.S. Coast Guard only</td>
</tr>
<tr>
<td>24</td>
<td>157.200</td>
<td>161.800</td>
<td>Public Correspondence (Marine Operator)</td>
</tr>
<tr>
<td>Channel</td>
<td>Frequency</td>
<td>Frequency</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-----------</td>
<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td>25</td>
<td>157.250</td>
<td>161.850</td>
<td>Public Correspondence (Marine Operator)</td>
</tr>
<tr>
<td>26</td>
<td>157.300</td>
<td>161.900</td>
<td>Public Correspondence (Marine Operator)</td>
</tr>
<tr>
<td>27</td>
<td>157.350</td>
<td>161.950</td>
<td>Public Correspondence (Marine Operator)</td>
</tr>
<tr>
<td>28</td>
<td>157.400</td>
<td>162.000</td>
<td>Public Correspondence (Marine Operator)</td>
</tr>
<tr>
<td>63A</td>
<td>156.175</td>
<td>156.175</td>
<td>Port Operations and Commercial, VTS. Available only in New Orleans/Lower Mississippi area.</td>
</tr>
<tr>
<td>65A</td>
<td>156.275</td>
<td>156.275</td>
<td>Port Operations</td>
</tr>
<tr>
<td>66A</td>
<td>156.325</td>
<td>156.325</td>
<td>Port Operations</td>
</tr>
<tr>
<td>67</td>
<td>156.375</td>
<td>156.375</td>
<td>Commercial. Used for Bridge-to-bridge communications in lower Mississippi River. Intership only.</td>
</tr>
<tr>
<td>68</td>
<td>156.425</td>
<td>156.425</td>
<td>Non-Commercial</td>
</tr>
<tr>
<td>69</td>
<td>156.475</td>
<td>156.475</td>
<td>Non-Commercial</td>
</tr>
<tr>
<td>70</td>
<td>156.525</td>
<td>156.525</td>
<td>Digital Selective Calling (voice communications not allowed)</td>
</tr>
<tr>
<td>71</td>
<td>156.575</td>
<td>156.575</td>
<td>Non-Commercial</td>
</tr>
<tr>
<td>72</td>
<td>156.625</td>
<td>156.625</td>
<td>Non-Commercial (Intership only)</td>
</tr>
<tr>
<td>73</td>
<td>156.675</td>
<td>156.675</td>
<td>Port Operations</td>
</tr>
<tr>
<td>74</td>
<td>156.725</td>
<td>156.725</td>
<td>Port Operations</td>
</tr>
<tr>
<td>77</td>
<td>156.875</td>
<td>156.875</td>
<td>Port Operations (Intership only)</td>
</tr>
<tr>
<td>78A</td>
<td>156.925</td>
<td>156.925</td>
<td>Non-Commercial</td>
</tr>
<tr>
<td>79A</td>
<td>156.975</td>
<td>156.975</td>
<td>Commercial. Non-Commercial in Great Lakes only</td>
</tr>
<tr>
<td>80A</td>
<td>157.025</td>
<td>157.025</td>
<td>Commercial. Non-Commercial in Great Lakes only</td>
</tr>
<tr>
<td>81A</td>
<td>157.075</td>
<td>157.075</td>
<td>U.S. Government only - Environmental protection operations.</td>
</tr>
<tr>
<td>82A</td>
<td>157.125</td>
<td>157.125</td>
<td>U.S. Government only</td>
</tr>
<tr>
<td>83A</td>
<td>157.175</td>
<td>157.175</td>
<td>U.S. Coast Guard only</td>
</tr>
<tr>
<td>84</td>
<td>157.225</td>
<td>161.825</td>
<td>Public Correspondence (Marine Operator)</td>
</tr>
<tr>
<td>85</td>
<td>157.275</td>
<td>161.875</td>
<td>Public Correspondence (Marine Operator)</td>
</tr>
<tr>
<td>86</td>
<td>157.325</td>
<td>161.925</td>
<td>Public Correspondence (Marine Operator)</td>
</tr>
<tr>
<td>AIS 1</td>
<td>161.975</td>
<td>161.975</td>
<td>Automatic Identification System (AIS)</td>
</tr>
<tr>
<td>AIS 2</td>
<td>162.025</td>
<td>162.025</td>
<td>Automatic Identification System (AIS)</td>
</tr>
</tbody>
</table>
APPENDIX C – AUXNET REPEATER LOCATIONS
### APPENDIX D – SUGGESTED AUXNET NET CONTROL SCRIPT, LOG, AND REPORT FORM

#### AUXNET NET CONTROL SCRIPT, LOG, AND REPORT

<table>
<thead>
<tr>
<th>Date</th>
<th>NCS Auxiliary Name and Call Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECK ONE</td>
<td>MONTHLY DRILL</td>
</tr>
<tr>
<td>EVENT</td>
<td>IF EVENT, ENTER EVENT NAME OR DESCRIPTION</td>
</tr>
<tr>
<td>NET CONDUCTED ON</td>
<td>(frequency or repeater name)</td>
</tr>
</tbody>
</table>

**NCS to Read the Following to Open the Net:**

```
"Hello all stations, hello all stations, hello all stations. This is United States Coast Guard Auxiliary ___[NCS station name]___ Radio opening the District 1SR ___[net designation]___ repeater net. This is a directed net. All stations are requested to contact Net Control before attempting to contact another station. Stations will check-in in the following order: US Coast Guard stations, Auxiliary fixed land stations, then Auxiliary land mobile stations, then Auxiliary marine and air mobile stations. Break."
```

```
"US Coast Guard stations check-in now by calling Auxiliary ___[NCS station name]___ Radio. Over."
```

```
[Log stations checking-in.] "This is Auxiliary ___[NCS station name]___ Radio, I acknowledge the following stations [list all that have checked-in]. Over."
```

```
If no check-ins, say "This is Auxiliary ___[NCS station name]___ Radio, nothing heard. Over."
```

```
"US Coast Guard Auxiliary fixed land stations check-in now by calling Auxiliary ___[NCS station name]___ Radio. Over.
```

```
[Log stations checking-in.] "This is Auxiliary ___[NCS station name]___ Radio, I acknowledge the following stations [list all that have checked-in]. Over."
```

```
If no check-ins, say "This is Auxiliary ___[NCS station name]___ Radio, nothing heard. Over."
```

```
"US Coast Guard Auxiliary land mobile stations check-in now by calling Auxiliary ___[NCS station name]___ Radio. Over.
```

```
[Log stations checking-in.] "This is Auxiliary ___[NCS station name]___ Radio, I acknowledge the following stations [list all that have checked-in]. Over."
```

```
If no check-ins, say "This is Auxiliary ___[NCS station name]___ Radio, nothing heard. Over."
```

```
"US Coast Guard Auxiliary marine mobile stations check-in now by calling Auxiliary ___[NCS station name]___ Radio. Over.
```

```
[Log stations checking-in.] "This is Auxiliary ___[NCS station name]___ Radio, I acknowledge the following stations [list all that have checked-in]. Over."
```

```
If no check-ins, say "This is Auxiliary ___[NCS station name]___ Radio, nothing heard. Over."
```

```
"Any additional stations, check-in now by calling Auxiliary ___[NCS station name]___ Radio. Over."
```

```
[Log stations checking-in.] "This is Auxiliary ___[NCS station name]___ Radio, I acknowledge the following stations [list all that have checked-in]. Over."
```

```
If no check-ins, say "This is Auxiliary ___[NCS station name]___ Radio, nothing heard. Over."
```
<table>
<thead>
<tr>
<th>CHECK IN TIME</th>
<th>CHECK OUT TIME</th>
<th>CALL SIGN</th>
<th>TYPE (Station, AUX fixed land stations, land mobile stations, marine stations, air mobile stations)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If more space is needed for check-ins, attach additional forms.

**MESSAGE TRAFFIC PASSED, COMMENTS, TECHNICAL ISSUES**

If more space is needed, attach additional forms.

**NCS TO READ THE FOLLOWING TO CLOSE THE NET:**

“This is United States Coast Guard Auxiliary [NCS station name] [Radio]. Thank you all for participating in the District 1SR [net designation] repeater net. The net is now closed. Auxiliary [NCS station name] [Radio out].”