



Annex 4 Telecommunications

Introduction This annex provides information and guidance related to Auxiliary telecommunications.

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Section A. Auxiliary Communications Network

Introduction The Auxiliary communications network consists of those Auxiliary fixed land stations, land mobile stations, radio direction finder (RDF) stations, vessels, and aircraft that have been accepted by the Director as facilities.

NOTE  Radios installed on surface and air facilities are not separate facilities in themselves.

A.1. Purpose The following are the primary purposes of the Auxiliary communications network:

- Coordinating authorized Auxiliary activities in support of Coast Guard operations.
- Augmenting the Coast Guard communications system, when required.
- Communicating urgent matters of official Auxiliary business.
- Training.
- 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 network.

A.2.a. 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.a.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.b. 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.c. RDF Radio
Facilities

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. 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 *paragraph C.11* of this annex 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.d. Portable
Radios

Portable radios are radios that an Auxiliarist can hand-carry and operate by means of a self-contained antenna and power source.



Section B. Administration

Introduction	This section describes the general requirements for the administration of Auxiliary telecommunications.
B.1. District Commander Responsibilities	The District Commander is responsible for control of the Coast Guard Auxiliary 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 VSC efforts, patrols, drills, training, and administration.
B.1.a. MOUs/MOAs	Memorandums of Understanding (MOUs) or Memorandums of Agreement (MOAs) with other agencies or organizations may provide for specific procedures and frequencies for use by Auxiliary facilities for authorized Auxiliary activities.
B.1.b. 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.1.c. 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.
B.2. Director Responsibilities	<p>The Director must, under the guidelines set by the Coast Guard district telecommunications staff:</p> <ul style="list-style-type: none"> • Coordinate general supervision over Auxiliary communications. • Accept or reject radio facility inspections. • Encourage Auxiliary communications network development to the maximum level of effectiveness. • Keep a current listing of available Auxiliary facilities with communications capability. • Promulgate the approved radio call sign numbering system. • 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. <p>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.</p>



**B.3. Branch
Chief
Responsibilities**

The Coast Guard district telecommunications branch chief must coordinate with the Director the use or distribution of Coast Guard supplied radio equipment to Auxiliarists.

**B.4. Decal
Display**

Auxiliarists may display the miniature decal and wreath on the exterior or interior of the building in which the radio equipment is housed, on any legal place on a motor vehicle containing the radio equipment, or on the radio itself. Radio facilities must not use the large size facility decal.

**B.5. 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.



Section C. Radio Facilities

Introduction	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.
C.1. Director Acceptance of Auxiliary Radio Facility	<p>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.</p> <p>Directors may accept RDF stations as facilities if they meet the following criteria:</p> <ul style="list-style-type: none"> • 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. • Stations must have land line or non-marine 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. • 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. • The owner must show non-marine radios that operate on an authorized Auxiliary frequency on their Radio Facility Inspection and Offer for Use Form (CG-2736A/ANSC-7004). Acceptance by the Director of the RDF station will also authorize use of the supporting radio. The support radio is not a independent radio facility, but Auxiliarists must operate it under current Coast Guard procedures.
C.2. Facility Operators	Auxiliarists who meet the owner/operator requirements set forth in <i>paragraph C.8</i> of this section 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 <i>paragraph C.8</i> of this section. Compliance with regulations and procedures is the responsibility of the facility owner.
C.3. Equipment Capabilities	Fixed land, land mobile, vessel, and aircraft facilities must include marine VHF-FM capability on the local authorized working channels. The Director may grant a waiver to a facility a waiver 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 <i>paragraph C.11</i> of this section.



C.4. Authorized Operation for Radio Facilities

Auxiliarists may only activate Auxiliary fixed land, land mobile, 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 Operational Commanders or Staff officers.

C.5. 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 Operational Commanders or Staff officers.

C.6. 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.

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 manual are considered government stations and, therefore, do not require FCC licenses.



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- 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-OT) to Commandant (CG-62). Auxiliarists are not to communicate directly with the FCC regarding official Auxiliary business.
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C.8. Owner or Operator 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 (AUXCOM or replacement qualification program).
- Completion of the *Communications Watchstander Qualification Guide*, COMDTINST M16120.7 (series), at a Coast Guard unit.
- Appropriate boat crew or air crew qualifications (applicable to operating radio equipment onboard a vessel or aircraft only).

NOTE

The Director may require additional training. MOUs/MOAs with other agencies may require additional agency-specific training before operating according to the MOU/MOA.

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:

- Auxiliary communications watchstanders at Coast Guard units must be basically qualified (BQ) and meet the unit's training and qualification requirements. This means, unless certified prior to 01 January 2003, completing the *Communications Watchstander Qualification Guide*, COMDTINST M16120.7 (series), 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 fulfill the requirements of *paragraph C.8* of this section.
 - Auxiliarists operating radios on surface or aviation facilities must fulfill the requirements of *paragraph C.8* of this section, or be under the direct supervision of the facility operator for training purposes.
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C.10. Auxiliary Unit Owned Radio Station

Auxiliary unit owned radio stations must adhere to the requirements in this annex, 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 (CG-2736A/ANSC-7004)) 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 (CG-2736A/ANSC-7004) in the “Description of Station Location” block. Auxiliary unit owned radio stations:

- May only be used for authorized Coast Guard Auxiliary missions, including training, in accordance with the provisions of *paragraph C.1* of this section.
- Must meet and be granted facility status in accordance with this chapter to ensure continued liability protection. This requirement is most important for units that own non-mobile trailers as part of the radio station.
- Are on call and subject to activation at all times 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.

C.11. 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.

C.11.a. FAA-Required Radio

FAA-required radios on aircraft facilities must meet FAA and FCC requirements. Any aircraft radios 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 due to the effect of altitude affecting multiple cellular sites).

C.11.b. Marine Band Radio

Marine VHF-FM band 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.

C.11.c. Non-Marine Band Radios

Non-marine VHF-FM band radios (138-144MHz, 148-150MHz) must meet NTIA specifications. After December 31, 2007, only narrowband operation is authorized and narrowband NTIA specifications must be met. Prior to January 1, 2008, radios must meet wideband or narrowband NTIA specifications depending upon authorized emission type for the specific frequency.

C.11.d. Non-Compliant Radios

Non-NTIA compliant 138-144/148-150MHz radios must be retired from Auxiliary usage after December 31, 2007.



C.11.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.
C.11.f. Fixed Site RDF Receivers	Fixed site marine VHF-FM radio direction finding receivers must meet the following requirements: <ul style="list-style-type: none">• Antenna height must provide a minimum reception range of 10 nautical miles.• 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.• Demonstrated bearing error does not exceed plus or minus 5 degrees within the service arc.
C.11.g. 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.





Section D. Inspections

Introduction	This section provides guidance on inspection of radio facilities and assorted equipment.
D.1. Initial Inspection	The facility owner must arrange to conduct an initial inspection of each fixed land, land mobile, and RDF facility and, thereafter, a reinspection every three years from the date of acceptance. Only a flotilla, division, district, or National communications Staff officer who has successfully completed the requisite Auxiliary communications inspection qualification (AUXCOM or replacement course), or a member completing such qualification and specially designated by the Director, may conduct an inspection. The inspector must report the results on the Radio Facility Inspection and Offer for Use Form (CG-2736A/ANSC-7004) to the Director. The Auxiliary must complete all inspections following the initial inspection before the expiration date of the facility's acceptance for use.
D.2. Permanently Installed Equipment	Radio equipment permanently installed on operational boats and aircraft is boat/aircraft equipment. The boat or aircraft inspector must report the initial and each annual inspection on Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003 or CG-2736B), as appropriate.
D.3. Owner Responsibility	The owner of inspected radio equipment is solely responsible for the proper and timely maintenance of equipment.
D.4. Non-Authorized Inspectors	Auxiliarists may not inspect their own radio facility or those owned by members of their immediate family.
D.5. Land Mobile Owners	Land mobile owners must carry a copy of their approved Radio Facility Inspection and Offer for Use Form (CG-2736A/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.



D.6. Inspection Procedure

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

- Inspections of radio facilities, and of radio equipment on vessels and aircraft, should validate presence of any required equipment and properly list equipment (including listing antennas, for radio facilities) on the appropriate Inspection Form.
 - Fixed land radio facilities should have the transmitter location (address and latitude/longitude) properly recorded. Appropriate grounding should be installed for safety and lightning protection.
 - 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.
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Section E. Radio Call Signs

Introduction	This section describes the authorization and designations for radio call signs.
E.1. Authorization	<p>All Auxiliary facilities must use assigned Auxiliary radio call signs when:</p> <ul style="list-style-type: none"> • Conducting SAR, emergency, or routine patrol communications. • Conducting official Coast Guard or Coast Guard Auxiliary business on appropriate Coast Guard assigned frequencies. <p>Auxiliary facilities operating under an MOU/MOA with other agencies must use the MOU/MOA-required radio call signs.</p>
NOTE	Auxiliarists must never use an FCC call sign with an Auxiliary call sign. Written orders are not required in order to use Auxiliary call signs.
E.2. Designations	<p>Auxiliary facilities will use the radio designation for the situations listed below:</p>
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	<p>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.”</p> <ul style="list-style-type: none"> • 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. Fixed Land with HF/MF Radios	<p>Fixed land facilities, if equipped with HF/MF radios, may request from their district the assignment of an international call sign (e.g., NMW73) for use only on 2-30 MHz SSB frequencies. This call sign is not just the word “International” added to other designations in this section.</p>



E.2.e. Land
Mobile

For an Auxiliary land mobile facility, use: “Coast Guard Auxiliary (flotilla geographical name from charter) mobile number ____” or a district approved land mobile numbering system 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.

E.2.f. Surface

For an Auxiliary surface facility, use a district approved number call sign. One example is a six-number call sign, where the first two digits are the boat’s length in feet, the third digit should be the type of propulsion, and the last three digits are in sequence with the acceptance of the facilities for use. A second example is a five-number system where the first two digits are the length in feet and the last three digits are the last three digits from the boat’s registration or documentation number.

E.2.g. Aircraft

For an Auxiliary aircraft facility, use: “Coast Guard AuxAir (tail number)” when communicating.

NOTE *GR*

When assigned to a SAR response mission, the aircraft facility may use “Coast Guard AuxAir Rescue (tail number)”.



Section F. Radio Logs

Introduction	This section describes the requirements for maintaining radio and formal message logs.
F.1. Requirements	<p>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:</p> <ul style="list-style-type: none">• Boats under 65 feet in length• Aircraft• Vehicles with land mobile radio facilities onboard <p>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.</p>
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 <i>The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual</i> , COMDTINST M5260.3 (series). Request for logs, documentation, and records should immediately be brought to the attention of the Director and nearset FOIA Coordinator (Sector, Group, MSO, 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 helpful.





Section G. Authorized/Required Frequencies and Radiotelephone Communications

Introduction	<p>Acceptance of a facility does not inherently authorize operation on all government radio frequencies. Auxiliary radio facilities may operate according to the <i>Telecommunications Manual</i>, COMDTINST M2000.3 (series), and only on the frequencies listed in <i>Appendix J</i> of this manual. Operations on these frequencies is subject to any conditions noted in the appendix and the net control of Coast Guard commands in the operating area. In addition, Auxiliarists may operate:</p> <ul style="list-style-type: none"> • On frequencies specifically authorized by Commandant (CG-62) (see <i>Appendix E</i>). • 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.
G.1. Assistance to Non-Coast Guard Agencies	<p>When assisting other agencies during a disaster, only frequencies authorized by the other agencies may be used under the operating procedures of the other agencies. When operating under MOUs/MOAs, only frequencies authorized by the MOU/MOA parties may be used.</p>
G.2. Frequency Requests	<p>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-62) (see <i>Appendix E</i>). Auxiliarists must send authorization requests via their District Staff officer - Communications (DSO-CM) to the National Operations Department, Telecommunications Division Chief (DVC-OT). The DVC-OT 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-62) 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.).</p>
G.3. Surface Facilities	<p>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.</p>
G.4. Air Facilities	<p>Auxiliary air facilities must follow the radiotelephone communications provisions of the FARs and appropriate Coast Guard regulations.</p>





Section H. Reporting Radio Violations

Introduction	This section describes general procedures for reporting radio violations.
H.1. Recordings	Auxiliarists must 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.
H.2. Violation Reports	Auxiliarists hearing a violation of FCC rules should submit a Report of Violation of Radio Regulations or Communications Instructions, CG-2861A (see <i>Appendix E</i>). Auxiliarists must submit the violation reports, along with the recording, to the District Commander.
H.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.
H.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.

