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**COAST GUARD AUXILIARY SHARES NETWORK  
PROGRAM POLICIES AND PROCEDURES**

**Section A. Auxiliary High Frequency (HF) Program and SHARES**

**A.1 Introduction:** The Coast Guard Auxiliary High Frequency telecommunications program has been established for support of Auxiliary operations during periods when normal communications resources are not available, that is, "Contingency" operations.

**A.2 SHARES Purpose.** The purpose of the SHARES network "is to provide a single, interagency emergency message handling system by bringing together existing HF radio resources of Federal, state and industry organizations when normal communications are destroyed or unavailable for the transmission of national security and emergency preparedness information. SHARES further implements Executive Order No. 12472, "Assignment of National Security and Emergency Preparedness Telecommunications Functions," dated April 3, 1984."

The Coast Guard is one of more than 93 entities acting as a resource contributor to SHARES.

**A.3 Auxiliary HF Activities.** Stations and operators authorized to participate in the HF program may, when specifically designated by the Auxiliary HF Program Coordinator, the DVC-RT, participate in other government communications networks such as SHARES.

**Section B. Auxiliary SHARES Authorization and Procedures**

**B.1 Authorization.** Auxiliary radio stations and operators may participate in the SHARES network when approved according to the following procedures:

1. Auxiliary operators applying for SHARES authorization for their stations must be authorized for HF operation in accordance with the Auxiliary HF program.
2. The SHARES Form 1 must be completed and signed, using the Auxiliary-provided form with associated voice frequencies pre-assigned. The "voice call sign" and ALE address code (if used) shall be the Auxiliary-assigned HF call sign.
3. Operators must forward the original SHARES Form 1 by mail to the National Telecommunications Division HF program coordinator.
4. Upon Auxiliary approval, the HF/SHARES program coordinator will forward the form to Commandant (CG-62) for their authorization. The form is then routed to the SHARES Program Office at NCS with duplicate copies returned to the originating station and to the Auxiliary coordinator.
5. Upon receipt of confirmation from the SHARES Office, SHARES operation may commence, following the guidelines of NCS Manual 3-3-1.