



## **HF Radio Facility Application Process**

### **Background**

The Coast Guard Auxiliary HF Telecommunications Program Policies and Procedures (A.6.d.2) states: *“Because of the international nature of HF telecommunications, authorized stations must have a recognized call sign. The Telecommunications Division will assign such call signs to Auxiliary Radio Stations and be responsible for the proper operation of such stations”*.

The determination to authorize HF operations will be based on specific factors. Among these factors will be the proposed equipment, demonstrated performance of the station, and inspection and safety criteria as outlined in the HF Telecommunications Program Policies and Procedures. In addition, the applicant must be qualified as a Telecommunications Operator (TCO) or have completed AUXCOM prior to 1 August 2008. Prior HF communications experience, either through commercial, military, and or amateur radio experience, will also support the application

The [Auxiliary Operations Policy Manual](#), Annex 4 states: *“An Auxiliary radio facility does not require a Federal Communications Commission (FCC) license when operating while assigned to duty or performing a mission directed or scheduled by the U S Coast Guard. A radio facility may be offered for use by an Auxiliarist and, if it meets requirements for that type of facility, it will be accepted by the Director of the Auxiliary. The facility owner must arrange for an initial inspection of the facility and, thereafter, a re-inspection every three years from the date of acceptance for use. Radio equipment used on a surface or air facility is considered and inspected as part of that facility. In general, the operator of a radio facility must maintain radio logs and formal message logs. Under ordinary conditions, Auxiliary radio facilities operate according to the Telecommunications Manual, COMDTINST M2000.3 (series).”*

## **Application Process**

1. The applicant must complete the ANSC 7004, Radio Inspection and Offer of Use Form found in the forms section of the National website.
2. The facility must then be inspected by a qualified Auxiliary CM officer. Mobile facilities, however, require a separate 7004 Form.
3. The CM officer will then submit the 7004 Form to the District DIRAUX office, for Acceptance.
4. DIRAUX will return a copy of the 7004 Form to the applicant, and if approved, a “Designation as a Radio Facility” letter will be included.
5. The applicant must then submit a copy of both documents in (4) above to the District CM officer who will forward them to the BC-RTI for technical review.
6. After technical review, the BC-RTI will forward the applicant’s materials to the DVC-RT for issuance of an HF Call Sign\* and appropriate certificate. Upon issuance of the Call Sign Certificate to the member, the new station is included in the National HF Registry.
7. Once the Call Sign is issued by the DVC-RT and recorded in the Registry it is the responsibility of the appropriate CM officer to release information, regarding HF Net Schedules and meeting frequencies, to the applicant.
8. It is the applicant’s ongoing responsibility to follow [the Coast Guard Auxiliary HF Telecommunications Program Policies and Procedures](#) as well as the provisions of the [Auxiliary Operations Policy Manual, Annex 4](#)

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