

Radio Facility Inspections (virtual and “in-person”) with AUXDATA II
February 2021

The following instructions and processes were developed in response to the coronavirus lockdown and because the Auxiliary Communications Department (AUXcommsys) in District Eleven had significant missions to perform as a consequence of assignments and taskings from both the Eleventh District Telecommunications Officer and the National Telecommunications program office (AUXMON and AUGCOM).

They are designed to cover both in person inspections (and re-inspections) of radio facilities and also what are called “virtual” inspections using a process that has been approved by DIRAUX for use in both regions of the USCGAUX District 11. **NOTE:** Nothing in these procedures is intended to change the standards for an “acceptable” USCGAUX radio facility whether of the Fixed-Land, Land Mobile, or Transportable category or whether it is approved to operate on any or all of MF/HF SSB frequencies, VHF Marine channels, VHF LMR/NTIA channels, or other approved USCG government frequencies. **INSTEAD**, this procedure is simply designed to replace and supplement “face-to-face” inspection with the use of proven technology to verify claimed equipment, verify quality of installations, verify operational performance and to take advantage of the changes in data recording in AUXDATA II.

The basic inspection and facility registration document is the ANSC 7004 (02-21) form and all entries per that form’s instructions are required, as are reviews and approvals, and endorsements by CM officers. The completed form requires signatures from the owner, the inspector, the SO-CM, the DSO-CM, and the District DIRAUX (or designee). The majority of the information from that form will be input by the facility owner and by the inspector. While the form itself is not required to be submitted on paper, it is recommended that it be filled out as a means of organizing the information and that a scanned copy of the form be saved as a file in AUXDATA II associated with the facility inspection record.

The major change in the general process of registering and inspecting radio facilities is that now the facility owner and inspector are jointly responsible for input of the facility information to AUXDATA II. The FSO-CM, the SO-CM, the DSO-CM and DIRAUX are jointly responsible for verifying the data input by the owner and the inspector and ultimately approving the facility to have “OPERATIONAL STATUS”.

One additional change in the inspection and approval process is that while all inspections must be completed by a currently appointed CM staff officer (at any level), **NOT EVERY CM STAFF OFFICER IS CONSIDERED QUALIFIED TO INSPECT EVERY FACILITY, AND NOT EVERY CM STAFF OFFICER WILL BE ELIGIBLE TO CONDUCT VIRTUAL (as opposed to in person) INSPECTIONS.**

DETAILS OF AUXDATA II INPUT AND REVIEW (*actions by AUXDATA II are shown in italics below, other actions are by the “user”, inspector, or approver*)

VHF (non-HF) RADIO FACILITY SUBMISSION

- User creates a new facility record and inputs all facility information including related information such as facility ownership, make and model of radios, valuation, emergency power, and antenna information.
- In order to submit a facility into the Offer-For-Use approval process, the user must create a new facility inspection record.

- User is required to input the facility inspector and DIRAUX users and the Requested Inspection Date
- User saves the new facility inspection record
- User submits the record for approval
- ***The facility inspection record is assigned to the facility inspector and the facility inspection status is updated to Under Inspection (facility inspector receives email alert)***
- When the facility inspector inspects the facility, they can log into AUXDATA II and upload any inspection files on the Files related list on the facility record page and approve the facility inspection record (See section below regarding supporting files required)
- ***The Inspection Date on the facility inspection record is updated to reflect the date the examiner approved the facility inspection***
- ***The facility inspection record is assigned to the DIRAUX user and the facility inspection status is updated to DIRAUX Review (DIRAUX user receives email alert)***
- The DIRAUX user can review the facility details on the facility record page and approve the facility inspection record
- ***The facility inspection status is updated to Approved, the facility status is updated to Operational, the facility Last Re-Inspection Date is updated to the date the final approver (DIRAUX) approved the facility inspection, and the Inspection Expiration Date is updated to reflect Last Re-inspection Date + 1140 days***
- ***The user who submitted the facility inspection receives an email notification that the facility was approved***

HF RADIO FACILITY SUBMISSION

- User creates a new facility record and inputs all facility information including related information such as facility ownership, make and model of radios, valuation, emergency power, and antenna information.
- In order to submit a new facility into the Offer-For-Use approval process, the user must create a new facility inspection record.
 - User is required to input the facility inspector and DIRAUX users and the Requested Inspection Date
 - User is also required to input the BC-RTI and DVC-RT users under HF Radio Approvers
 - User saves the new facility inspection record
 - User submits the record for approval.
- ***The facility inspection record is assigned to the facility inspector and the facility inspection status is updated to Under Inspection (facility inspector receives email alert)***
- When the facility inspector inspects the facility, they can log into AUXDATA II and upload any inspection files on the Files related list on the facility record page and approve the facility inspection record. (See section below regarding supporting files required).
- ***The Inspection Date on the facility inspection record is updated to reflect the date the examiner approved the facility inspection***
- ***The facility inspection record is assigned to the DIRAUX user and the facility inspection status is updated to DIRAUX Review (DIRAUX user receives email alert)***
- The DIRAUX user can review the facility details on the facility record page and approve the facility inspection record.
- ***The facility inspection record is assigned to the BC-RTI user and the facility inspection status is updated to BC-RTI Review (BC-RTI user receives email alert)***

- The BC-RTI user can review the facility details on the facility record page and approve the facility inspection record
- *The facility inspection record is assigned to the DVC-RT user and the facility inspection status is updated to DVC-RT Review (DVC-RT user receives email alert)*
- The DVC-RT user can review the facility details on the facility record page and approve the facility inspection record
- *The facility inspection status is updated to Approved, the facility status is updated to Operational, the facility Last Re-Inspection Date is updated to the date the final approver (DVC-RT) approved the facility inspection, and the Inspection Expiration Date is updated to reflect Last Re-inspection Date + 1140 days*
- *The user who submitted the facility inspection receives an email notification that the facility was approved*

Qualifications for inspectors:

1. Unless waived by Eleventh District DIRAUX, radio facilities may be inspected only by members who are currently in good standing as a “CM” staff officer at any level (Flotilla, Division, District, National Telecommunications Department).
2. Radio facilities that include HF/MF capabilities may be inspected ONLY by an inspector who owns and operates, or who has operated another facility, that is also authorized to operate on High Frequency spectrum.
3. Radio facilities that are vehicle-based land mobile facilities may be inspected ONLY by an inspector who owns or has owned a vehicle-based facility.

VIRTUAL INSPECTION AND FILE SUBMISSION REQUIREMENTS

Because with the release of AUXDATA II that allows facility owners and inspectors to directly input facility information and because of the creation of a method of inspecting radio facilities “virtually”, some additional “file storage” requirements are added to the inspection and approval process for radio facilities.

There is one form that is required to be saved for all facilities that have been inspected and approved, and that is the “working” copy of the ANSC 7004 (version 3/20). This is **Attachment A** to this document. A second document is required when the inspection (or re-inspection) is done virtually, in other words when the inspector is not physically present at the facility being inspected. That form and the instructions for using it are **Attachment B** to this document.

AUXDATA File storage requirements: After a facility record has been initially created and after a facility inspection (FI-nnnnn) record has been created with all approvers identified, it is possible to permanently store electronic files associated with this facility. The following files are required or recommended:

1. A scanned copy of the completed and signed ANSC-7004 form (REQUIRED)
2. A scanned and signed copy of the 7004 D11 Supplement (ATTACHMENT B) is REQUIRED FOR VIRTUAL INSPECTIONS and RECOMMENDED FOR in-person inspections if used.
3. Any visual files (photographs, images, “on-line” meeting session recordings that are directly related to the facility inspection.

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ATTACHMENT A

Clear ALL Entries		DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC 7004 (02-21)		UNITED STATES COAST GUARD AUXILIARY OFFER OF RADIO FACILITY USE AND INSPECTION		<input type="checkbox"/> INITIAL <input type="checkbox"/> RE-INSPECTION <input type="checkbox"/> CHANGE		YEAR OF THIS INSPECTION <input style="width: 50px;" type="text"/>								
SECTION I - MEMBER DATA - Completed by Member																
1. OWNER'S MEMBER ID			2. OWNER'S LAST NAME, FIRST NAME, MIDDLE INITIAL													
3. FACILITY IDENTIFICATION	4. LAST FAC. INSP. DATE	5. IF MEMBER OWNED, OWNER'S QUAL <input type="checkbox"/> TCO <input type="checkbox"/> ALXCOM <input type="checkbox"/> CWS		QUAL DATE	6. IF UNIT OWNED, ENTER UNIT NUMBER	7. PREVIOUS FACILITY ID NUMBER										
8. PERCENT OF OWNERSHIP %	9. DESCRIPTION OF STATION LOCATION				10. OWNER'S EMAIL											
11. STATION'S STREET ADDRESS, CITY, STATE, ZIP CODE																
12. NAME AND ADDRESS OF PROPERTY OWNER WHERE STATION IS LOCATED <input type="radio"/> SAME AS ABOVE																
SECTION II RADIO FACILITY DATA - Completed by Owner TYPE OF STATION AND TRANSMITTER/TRANSCIEVER CLASSIFICATION/DESCRIPTION																
<input type="checkbox"/> FIXED LAND <input type="checkbox"/> REPEATER (CG 6086 attached) <input type="checkbox"/> LAND MOBILE <input type="checkbox"/> TRANSPORTABLE <input type="checkbox"/> PORTABLE or PORTABLE GROUP		TRANSMITTER/TRANSCIEVER -- Offers for use of an HF station must include a VHF-FM radio on CG working frequencies. <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">MAKE AND MODEL</th> <th style="width: 30%;">OUTPUT (WATTS)</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> HF/MF-SSB</td> <td></td> </tr> <tr> <td><input type="checkbox"/> VHF-FM</td> <td></td> </tr> <tr> <td><input type="checkbox"/> VHF-AM</td> <td></td> </tr> </tbody> </table>							MAKE AND MODEL	OUTPUT (WATTS)	<input type="checkbox"/> HF/MF-SSB		<input type="checkbox"/> VHF-FM		<input type="checkbox"/> VHF-AM	
MAKE AND MODEL	OUTPUT (WATTS)															
<input type="checkbox"/> HF/MF-SSB																
<input type="checkbox"/> VHF-FM																
<input type="checkbox"/> VHF-AM																
GOVERNMENT FREQUENCIES AVAILABLE - Check all that apply								EMERGENCY POWER AVAILABLE								
<input type="checkbox"/> HF RADIOS 2-26 MHz <input type="checkbox"/> DATA <input type="checkbox"/> ALE	<input type="checkbox"/> VHF RADIOS (each with all CG working freqs.) <input type="checkbox"/> All VHF Marine/Govt Channels <input type="checkbox"/> Land Mobile NTIA Compliant 136-174 MHz <input type="checkbox"/> Digital DMR <input type="checkbox"/> Digital P25	<input type="checkbox"/> VHF-AM RADIOS <input type="checkbox"/> 122.900 MHz <input type="checkbox"/> 123.100 MHz	ADDITIONAL FREQUENCY INFO: VALUATION: Radios: \$ _____ Antennas & Accessories \$ _____ Total \$ _____		<input type="checkbox"/> Fixed Land, _____ Hours of Battery <input type="checkbox"/> Fixed, generator <input type="checkbox"/> Other _____											
LATITUDE/LONGITUDE - ALL FACILITIES		ANTENNA INFORMATION (Fixed Land and Transportable Only)														
LAT.	VHF MAKE/MODEL OR GENERIC TYPE		GAIN (dBd)	FREQ RANGE (MHz)	HEIGHT ABOVE GROUND (FT.)	HEIGHT ABOVE SEA LEVEL (FL)										
LONG.	HF MAKE/MODEL OR GENERIC TYPE		GAIN (dBd)	FREQ RANGE (MHz)	HEIGHT ABOVE GROUND (FT.)	HEIGHT ABOVE SEA LEVEL (FL)										
FACILITY AVAILABILITY - check all that apply			<input type="checkbox"/> All Days and Times <input type="checkbox"/> Week Days <input type="checkbox"/> Weeknights <input type="checkbox"/> Weekends <input type="checkbox"/> Emergency Call-outs													
SECTION III INSPECTOR'S ENDORSEMENT AND RADIO FACILITY CHECK LIST - Completed by Inspector, Refer to District Inspector's Check List																
<input type="checkbox"/> Radio log adequate <input type="checkbox"/> Confirm programmed frequencies as claimed in "Government Frequencies Available" <input type="checkbox"/> Radio check made on required frequencies <input type="checkbox"/> Antenna installation in good condition and properly oriented <input type="checkbox"/> Antenna and equipment grounding adequate <input type="checkbox"/> District code plug version _____ installed (VHF radios only)																
Inspector's Name _____		VHF AUXILIARY RADIO FACILITY CALLSIGN VHF Callsign Issued _____ If portable Group: _____ Group ID _____ Unit IDs _____			ROUTING APPROVALS (following inspection) _____ name/title _____ signature _____ date _____ name _____ signature _____ date											
Inspector's EMPID _____		HF AUXILIARY RADIO FACILITY CALLSIGN HF Callsign Issued _____ For HF operation authorization, this approval form must be routed to the National BC-RTI			DSO-CM _____											
Inspector's TCO/AUXCOM date _____																
Inspector's District/Division/Flotilla _____																
Inspection Date _____																
Inspector's Position _____																
Signature _____																
SECTION IV OWNER STATEMENT, UNIT AND SIGNATURE - Completed by Owner																
This Facility is offered for use and will be operated in accordance with current Coast Guard instructions. I certify that all of the information contained on this form is correct, and I agree to notify the DSO-CM and the Director of any changes.																
SIGNATURE OF OWNER _____				DATE SIGNED _____		District _____ Division _____ Flotilla _____										
SEND THIS FORM, ONCE COMPLETED TO THIS POINT, TO THE DIRAUX FOLLOWING YOUR DISTRICT'S COMMUNICATIONS PLAN.																
SECTION V ACCEPTANCE - Completed by DIRAUX																
THIS USCG AUXILIARY FACILITY IS ACCEPTED FOR USE FOR THREE (3) YEARS.						Entered into AUXDATA by _____ (name)										
SIGNATURE OF DIRECTOR _____						Signature _____										
DATE _____ EXPIRES _____						Date _____										
Previous editions are obsolete																

ATTACHMENT B

**Report of “Virtual” Radio Facility Inspection USCGAUX D11 Southern Region
(ANSC-7004 Supplemental)**

The process of completing a “virtual” radio facility inspection is essentially the same as would be followed for an in-person inspection. The major difference is that photographs and video (go to meeting, zoom, etc.) are substituted for physical presence. Similarly, radio checks will involve at least two stations (one of which may be the inspector’s facility) for the exchange of identifications and signal reports. If the two-station scenario is not possible then monitoring of a remote receiver by the inspector can be substituted or a third station can be used for signal reports. A completed copy of this form shall be filed as a part of the facility inspection record that is stored in AUXDATA II associated with the facility. **(SEE NOTES AT END OF PAGE 2)**

Facility Identification _____ Owner’s Surname & EMPLID _____

AUXDATA II Facility Number _____

1. Facility owner completes the 7004 form (version 03-20) signs it and emails a scanned copy or mails it to the inspector. Owner inputs all available data regarding the facility in AUXDATA II, requests an inspector and an inspection date.
2. Inspector reviews the facility record in AUXDATA II for completeness and accuracy with special focus on Section II, RADIO FACILITY DATA.
 - a. Type of Station and Transmitter/Transceiver
 1. Verify by photograph or video that makes and models are correct and claimed output power is appropriate (25 W maximum on marine channels). Verified on (date) _____
 - b. Verify by radio check or video that all claimed frequencies are available. Verified on (date) _____
 - c. Confirm station performance by radio check (see # 4 AND # 5 below)
 - d. Verify by photograph or video that all claimed emergency power sources are available and operational. Verified (date) _____
 - e. Review and verify by photograph or video that antenna information is correct and complete and grounding is appropriate. Verified on (date) _____
3. Review by photograph or video sample log page. Reviewed on (date) _____

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4. Radio Check procedure and report for VHF radio.
 - a. Have facility owner call inspector on Marine Channel 1081 or 1083 – inspector must receive call with at least a “good readable” report
 - b. Have facility owner call inspector on one of the AUXNET simplex channels -- inspector must receive call with at least a “good readable” report
 - c. Have facility owner call inspector on one of the AUXNET repeaters -- inspector must receive call with at least a “good readable” report.

	Callsign of stn	Freq or Chnl	Voice/Data/Both	Signal Rpt	Insp Initials & date
Marine VHF					
AUXNET Smplx					
AUXNET Rptr					

5. Radio Check procedure and report for HF radio.
 - a. Complete contact with an AUX HF facility with a signal report of “good/readable” or better on a frequency between 3 and 6 megahertz
 - b. Complete contact with an AUX HF facility with a signal report of “good/readable” or better on a frequency between 6 and 14 megahertz

	Callsign of stn	Freq or Desig	Voice/Data/Both	Signal Rpt	Insp Initials & date
3 to 6 Megahertz					
6 to 14 Megahertz					

IN THE EVENT that the station being inspected is not within VHF line of sight range of a USCG or USCGAUX radio facility, a remotely accessible (via internet) receiver can be monitored by the inspector to verify transmit performance of the station.

NOTE THAT ITEMS 4 AND 5 CAN BE SATISFIED BY ATTESTATION IF THE INSPECTOR HAS PERSONAL KNOWLEDGE OF THE FACILITIES PERFORMANCE IN REGULARLY SCHEDULED NETS OVER A 2 TO 3 MONTH PERIOD. That shall be shown by writing in the appropriate row the words “Attested to by” and then signed and dated in the last column.

Inspector’s signature

Inspector’s Full Name and Member Number

Date of signature