



D7DIRAUXINST 16120.1
24 Feb 2015

D7 DIRECTOR OF AUXILIARY INSTRUCTION 16120.1

Subj: TELECOMMUNICATIONS OPERATOR, WATCHSTANDER AND RADIO FACILITY
POLICY

Ref: (a) Auxiliary Telecommunications Qualification Standard (TCO-PQS), TC PQS National
090308.docx

(b) Auxiliary Operations Policy Manual, COMDTINST 16798.3(series)

(c) Auxiliary Manual, COMDTINST 16790.1(series)

(d) Communications Watchstander Qualification Guide, COMDTINST M16120.7A

(e) Coast Guard Telecommunications Manual, COMDTINST M2000.3 (series)

1. PURPOSE. In a manner consistent with references (a) through (e) this Policy provides procedures for certification of Telecommunications Operators (TCOs) and Director of Auxiliary (DIRAUX) acceptance of Radio Facilities within District Seven.
2. ACTION. This policy applies to all members of the Seventh Coast Guard Auxiliary and members of DIRAUX's staff.
3. DIRECTIVES AFFECTED. The following D7 DIRAUX Directive is cancelled: MT-05.2: Auxiliary Radio Watchstander Qualification
4. DISCUSSION. Telecommunication Operators (TCOs) are an important element in the safety of marine patrols. In addition, they represent the Coast Guard and Coast Guard Auxiliary to the marine public and serve an important public relations function. As a focus of contact with the maritime community, TCOs require a high level of professionalism, responsiveness, and experience in order to relate to and handle the many diverse marine incidents that may be reported. Training and experience are particularly critical for TCOs.
5. PROCEDURES. The procedures to be followed are described in enclosures (1), (2) and (3).
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

7. FORMS/REPORTS. Addendum to Telecommunications PQS and District 7 page 36; ANSC 7004 – Radio Facility Inspection/Offer of Use; ANSC 7030 – Mission Activity Report



R. A. WESKERNA
District Commodore



W. E. SEWARD
Director of Auxiliary

- Encl: (1) TCO PQS Instructions
(2) TCO Addendum to National PQS D7 Specific
(3) ANSC 7004 Instructions

Enclosure (1): TCO PQS Instructions

1. Members who have completed AUXCOM prior to August 1, 2008 are authorized the same privileges and authority as a Telecommunications Operator (TCO) qualified member. While not required, they are encouraged to complete the TCO qualification.
2. Coast Guard Auxiliary members who wish to offer their radios as facilities must be TCO qualified or completed AUXCOM prior to August 1, 2008.
3. Coast Guard Auxiliary members who are, or wish to be, watchstanders at a Coast Guard Station or Coast Guard Sector must complete the active duty Coast Guard Watchstander Qualification and be certified by the CO/OINC of that unit. To achieve watchstander qualification, "WS", in AUXDATA members must be TCO qualified, or completed AUXCOM prior to August 1, 2008, complete watchstander training at a Coast Guard Station and submit a letter to DIRAUX from the commanding officer stating that all CG station requirements have been met for Coast Guard watchstanders. The member must also have, or have applied for, "DO" security status. The "WS" certification will only be entered for members who stand watch at a Coast Guard station, or Sector.
4. Coast Guard Auxiliary members who are, or wish to be, watchstanders at an Auxiliary Communications Unit (ACU) must be TCO qualified or completed AUXCOM prior to August 1, 2008. The watchstander qualification, "WS", will no longer be entered in AUXDATA for members who stand watch only at an Auxiliary Communications Unit.
5. The TCO PQS document, "TC PQS National 090308.docx", can be downloaded from the Internet at <http://www.uscg.mil/hq/cg3/cg3pcx/missions/TC-PQS.pdf> and printed. It is a 36 page document.
6. Mentors do not have to be a communication officer but must be TCO qualified or completed AUXCOM prior to August 1, 2008 and knowledgeable on all PQS tasks.
7. Mentors cannot sign off a family member's TCO PQS unless approved, in advance, by the District Staff Officer-Communications (DSO-CM).
8. Mentors should only be listed one time on page#34 "Mentor Tracking Form" and one time on bottom of D7 page #36 (Enclosure 2).
9. Mentors must not sign off a task until the trainee fully understands, completes and can demonstrate the task without undue prompting.
10. Trainee's name and member ID number must be on the bottom of each page.
11. The following information must be completed on bottom of D7 Page #36 (Enclosure 2) of the TCO PQS before submission:
 - a. Trainee's completion dates for ICS-100 & ICS-700 (note: these completions must also be reflected in AUXDATA in the member's training record.
 - b. Trainee's flotilla number.

- c. Mentor's full name.
 - d. Mentor's member ID number.
 - e. Mentor's flotilla number.
 - f. Mentor's date of TCO qualification or date of completion of AUXCOM (as recorded in AUXDATA).
12. Copies of ICS certificates are not acceptable. ICS certificates must have been submitted through the D7 Help Desk (<http://d7help.cgaux.org/>) and recorded in AUXDATA.
13. Only a communications officer (FSO-CM, SO-CM, ADSO-CM) who has completed AUXCOM prior to August 1, 2008 or is TCO certified can submit the TCO PQS to DSO-CM.
14. Send only pages #34, #35, D7 #36. Do NOT send the three-page document to DSO-CM until all information has been verified.
15. If the communication officer who receives the PQS for verification cannot access AUXDATA to verify the above required information, the PQS must not be signed. Instead pages #34, #35 & D7 #36 of the PQS must be forwarded, in PDF format, up the chain of leadership to a communication officer who can access AUXDATA to verify all required information and then sign and forward the three page document to DSO-CM.
16. The three pages must be forwarded as one, scanned, three page PDF document. Do not send document in JPEG format.
17. The D7 specific page #36 must be used.

Enclosure (2): TCO Addendum to National PQS D7 Specific**District 7 Addendum to TC PQS National 090308.docx****D 7**

ATO-06-03-TCO	Explain the Need For and Process of Filing a Float Plan		
ATO-06-04-TCO	Demonstrate Correct Procedures for Participating in a Directed Net		

Section 07			
Net Operations and Control			
<u>Task</u>	<u>Description</u>	<u>Mentor Initials</u>	<u>Date</u>
ATO-07-01-TCO	Explain the Role of the Net Control Station in a Directed Net		
ATO-07-02-TCO	Demonstrate Correct Procedures in Managing a Directed Net		

Approved and Forwarded to DSO-CM by:

-CM

_____ (print name) _____ (office) _____ TCO Qualification Date
 070 / /
 AUX District / Division / Flotilla Date
 _____ Signature _____ EMPLID

Approved and Forwarded to DIRAUX By:

DSO-CM AUX DISTRICT 7

_____ (print name) _____ (office) _____ Date
 _____ Signature _____ EMPLID

Trainee Name:

EMPLID

Date Completed:

ICS - 100

ICS - 700

FLOTILLA (070/XX/XX) 070 / /

Mentor #1 Name:

EMPLID

TCO Certification Date:

Signature

FLOTILLA (070/XX/XX) 070 / /

Mentor #2 Name:

EMPLID

TCO Certification Date:

Signature

FLOTILLA (070/XX/XX) 070 / /

Mentor #3 Name:

EMPLID

TCO Certification Date:

Signature

FLOTILLA (070/XX/XX) 070 / /

Enclosure (3): ANSC 7004 Instructions

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 (DIRAUX) as facilities.

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

- a. Coordinating authorized Auxiliary activities in support of Coast Guard operations.
 - b. Augmenting the Coast Guard communications system, when required.
 - c. Communicating urgent matters of official Auxiliary business.
 - d. Training.
 - e. Assisting national resources in time of disaster.
1. **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.
 2. **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 houses such equipment. With DIRAUX approval, a fixed land radio facility can be temporarily relocated.
 3. **Transportable Radio Facility:** A transportable station is a type of fixed land radio facility which can be transported to various locations, but is not operated while moving. A transportable station requires DIRAUX approval for any operating location. Normally a transportable station is ready for emergency deployment but is not used day-to-day and not used at a permanent location.
 4. **Land Mobile Radio Facility:** A land mobile radio facility is radio equipment that an Auxiliarist can operate in a vehicle on land while in motion.
 5. **Radio Facility Offer for Use:**
 - a. A radio may be offered for use as an Auxiliary facility by any qualified Auxiliarist and, if the radio meets all requirements for that type of facility, it may be accepted by DIRAUX. The facility owner must arrange for an initial inspection of the facility by a qualified communication officer and, thereafter, a re-inspection by a qualified communication officer every three years from the date of acceptance for use. Auxiliary radio facilities are authorized in accordance with the Auxiliary Operations Policy Manual, COMDTINST M16798.3C, (reference b) and operate according to the procedures in the Coast Guard Telecommunications Manual, COMDTINST M2000.3 (reference e).
 - b. Radio equipment used on a surface (boat) or air facility is considered inspected as part of that facility and uses the surface or air facility ID number as a radio ID number (call sign). The radio inspection is reported on the ANSC 7003/7005/7008 form for the boat, or air, or Personal Watercraft facility, respectively.

6. 7004 Form additional information

- a. When offering a radio, other than on a surface or air facility, as an Auxiliary Radio Facility the ANSC 7004 form must be completed for fixed land radios, land mobile radios, transportable and Radio Direction Finding (RDF) stations.
- b. The ANSC 7004 form must also be used for re-inspection of VHF radio facilities and for changes, such as change of ownership for flotilla owned facilities when a new Flotilla Commander begins his/her term, or for other changes, such as a new address.
- c. If more than one VHF radio is at a location, such as an Auxiliary Communications Unit (ACU), only one ANSC 7004 form should be submitted, listing only one VHF marine radio and one High Frequency (HF) radio (if applicable). The VHF facility ID assigned by DIRAUX will apply to all of the VHF radios with similar functionality at that location.
- d. All radio VHF facilities must be inspected every three years and a new ANSC 7004 form submitted.
- e. The ANSC 7004 form should list only one VHF marine radio and/or one HF-SSB radio and/or one VHF-AM radio for a specific location. If the form has a HF-SSB radio listed it **MUST** have a VHF-FM marine radio listed. All radios must be listed on the same ANSC 7004 form.
- f. A facility inspector cannot inspect his/her own radio or a family member's radio.
- g. Include in the margin of the ANSC 7004 form any information that might aid in approval of the request. Example: Flotilla owned facility, new owner, new address, etc.
- h. **Read page two of the ANSC 7004 form prior to completing page one.**
- i. **The information below expands on the instructions on page #2 of the ANSC 7004 form.**

i. SECTION I:

1. All facility owners must be TCO qualified or completed AUXCOM prior to August 1, 2008. The only exception is for flotilla owned facilities. The listed owner for flotilla owned facilities is the current Flotilla Commander and the Flotilla Commander does not have to be TCO qualified or completed AUXCOM prior to August 1, 2008. For flotilla owned radio facilities a new ANSC 7004 form listing one marine VHF radio and one HF radio (if applicable), indicating change of ownership,

must be submitted when a new Flotilla Commander assumes office.

2. If the facility is a land mobile the "DESCRIPTION OF STATION LOCATION" must be "AUTO". Do not list the make or model of the vehicle.
3. If a facility is listed as transportable the address will be the owner's address.

ii. SECTION II-2:

1. VHF marine radios and HF-SSB radios (if applicable) must be inspected at the same time and both listed on the same 7004 form. If DIRAUX accepts the VHF-FM marine radio as a facility and issues a letter of acceptance with a VHF facility ID number and an HF-SSB radio is also listed on the ANSC 7004 form, a copy of the submitted ANSC 7004 form and a copy of the acceptance letter must then be sent to the DSO-CM. The DSO-CM will forward both documents to BC-RTI. If the radio is approved as an HF-SSB facility the owner will be notified by DVC-RT and an HF call sign will be issued for the facility.
2. Amateur radios are not accepted as Coast Guard Auxiliary VHF marine facilities.
3. VHF radios that are Part 90 accepted (narrow band) may be accepted as Auxiliary facilities and used on Coast Guard Auxiliary authorized VHF-FM frequencies. Their power must be limited to 25 watts if used on marine frequencies.
4. The maximum power output for a VHF-FM marine radio is 25 watts.
5. Handheld radios are not accepted as facilities in D7.
6. Marine radios are VHF-FM.

iii. SECTION II-3:

1. The inspector must verify and list only the operational frequencies of the radio, usually "ALL 156-158 MHz" for VHF-FM radios and "2-26 MHz" for HF-SSB radio.

iv. SECTION II-4:

1. List emergency power sources, such as battery or generator. Enter "NONE" if none are available.

v. **SECTION II-5:**

1. If the facility has radio direction finding capability, fill in all information required on page #1 and page #2. Otherwise, leave the sections blank.

vi. **SECTION II-6:**

1. Provide information for fixed land antennas only. For mobile facilities leave the section blank.

vii. **SECTION II-7:**

1. Enter LATITUDE and LONGITUDE of location of fixed land facilities. This must be in degrees, minutes and tenths of minutes.
2. For mobile, transportable and RDF facilities enter the LATITUDE and LONGITUDE of the owner's residence. This must be in degrees, minutes and tenths of minutes.

viii. **SECTION II-8:**

1. **Enter the marine VHF-FM radio facility name. This is the VHF station identifier (call sign) and this section must not be left blank.**
2. It is the responsibility of each FSO-CM to maintain a list of all radio facilities, and the facilities' names (call signs), in their flotilla and assign facility names (call signs) for each new facility. A list of flotilla's facilities and their names (call signs) can be found in AUXDATA under "Reports", "Resources by Flotilla".
3. For a fixed land station the name should be "COAST GUARD AUXILIARY (your geographical location) RADIO ONE". (e.g. COAST GUARD AUXILIARY ST. LUCIE RADIO ONE). If other radios have been previously approved with the same name then append the next available number.
4. For mobile radios it should be "COAST GUARD AUXILIARY (your flotilla name) MOBILE ONE". (e.g. COAST GUARD AUXILIARY ST. SIMONS MOBILE ONE). If other radios have been previously approved with the same name then append the next available number.

ix. **SECTION III:**

1. The facility inspector must be a communication staff officer (FSO-CM, SO-CM, ADSO-CM or DSO-CM) and TCO qualified or completed AUXCOM prior to August 1, 2008.
2. The facility inspector must check the radio log, antenna installation, view the radio(s) in operation and, if possible, verify operational frequencies.

x. SECTION IV:

1. The radio(s) owner must be TCO qualified or completed AUXCOM prior to August 1, 2008.

7. OTHER INFORMATION

- a. The facility inspector must not submit the ANSC 7004 form until it has been verified in AUXDATA that both the inspector and owner are TCO qualified, or completed AUXCOM prior to August 1, 2008 and that the inspector is a communication staff officer. If the facility inspector cannot verify the information the ANSC 7004 form must be forwarded up the Chain of Leadership to the next level communication officer with a request that the information be verified in AUXDATA before submission.
- b. ANSC 7004 forms must be submitted thru the D-7 HELP DESK (<http://d7help.cgaux.org/>) in **PDF** format only. Do not submit the ANSC 7004 form in JPEG format.
- c. ANSC 7004 forms can be submitted thru the D7 HELP DESK by any communication officer.
- d. ANSC 7004 forms can only be signed and submitted by communication officers.
- e. The owner must keep a signed copy of the original ANSC 7004 form that was submitted. That copy must be signed by the owner and inspector.
- f. If the radio is accepted as a VHF radio facility, the owner will receive an acceptance letter from DIRAUX listing the facility ID number. The facility ID number is the authorization number for the facility, not the call sign. The VHF call sign is the radio facility name entered in Section II-8 on the ANSC 7004 form. This name must be assigned by the FSO-CM prior to submission of the ANSC 7004 form.
- g. The International Call Sign that is issued by DVC-RT is the call sign for the HF-SSB facility and must be used as the station call sign only when communicating on authorized Coast Guard Auxiliary HF radio frequencies. It is not used on VHF frequencies.

- h. The facility ID number shown in the DIRAUX letter is not an HF-SSB facility ID number and must not be used on HF-SSB frequencies. It is the VHF facility ID number.
- i. If the ANSC 7004 lists a VHF-FM marine radio and also a HF-SSB radio, the owner must forward a copy of the VHF-FM acceptance letter from DIRAUX and a copy of the ANSC 7004 form that was signed by the owner and inspector to DSO-CM. DSO-CM will forward the two documents to BC-RTI for approval and assignment of an HF International call sign.
- j. If the owner of a VHF marine radio that has previously been accepted as an Auxiliary facility adds an HF-SSB radio at a later date, the HF-SSB radio and the VHF marine radio must be inspected by a qualified communications officer and a new ANSC 7004 form filled out for the VHF marine radio and the HF-SSB radio and signed by the inspector and the owner. That ANSC 7004 form, along with the original VHF marine radio acceptance letter must be forwarded to DSO-CM for forwarding to BC-RTI for approval and issue of HF radio International call sign.
- k. The HF-SSB call sign might be different from the VHF facility ID number.
- l. DIRAUX issues VHF facility ID numbers.
- m. VHF operation as an Auxiliary facility is not authorized until the VHF radio is accepted as an Auxiliary facility and facility ID number has been issued by DIRAUX. The VHF facility will be identified on the air by its call sign, as designated on the original ANSC 7004 form, Section II-8, not the issued ID number.
- n. For fixed land VHF facilities the ID number will be NF7xx. The F in the ID number indicates the facility is a fixed land facility.
- o. For mobile VHF facilities the ID number will be NM7xx. The M indicates the facility is a mobile facility.
- p. National (DVC-RT) issues HF-SSB call signs.
- q. Operation of an HF-SSB radio as an Auxiliary facility is not authorized until an International call sign has been issued by DVC-RT. The call sign issued by DVC-RT will be used on Coast Guard Auxiliary HF-SSB frequencies only, to identify the HF-SSB facility. The VHF ID number or VHF call sign must not be used on HF-SSB frequencies..
- r. For fixed land HF-SSB radio facilities the call sign will be NF07xx. The F indicates a fixed land facility.
- s. For mobile HF-SSB radio facilities the call sign will be NM07xx. The M indicates a mobile radio facility.

- t. **NOTE:** The VHF ID number uses 7 to indicate District 7 and the HF-SSB call sign uses 07 to indicate District 7.
- u. The VHF ID numbers are always used on the ANSC 7030 to properly record time under orders at an AUC.