



## Becoming qualified in the Auxiliary High Frequency (HF) Program

To become involved in the U.S. Coast Guard Auxiliary High Frequency (HF) Program applicant must first 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 prove helpful. The first step a person interested in the High Frequency (HF) Program should take is to get in contact with a member of the Telecommunications staff through your FSO-CM. The Telecommunication Staff member will make sure that the member has the correct information on how to proceed through the qualification process.

The specific requirements surrounding the Telecommunications Program are detailed in Annex 4 of Auxiliary Operations Policy Manual COMDTINST M16798.3E. Details regarding the HF program are found in the Coast Guard Auxiliary HF Telecommunications Program Policies And Procedures document, available on the National Response Department, Telecommunications Division web site.

In general then, here are the steps to be followed in becoming involved in the Auxiliary High Frequency Program.

- **Contact** your FC or a member of the Telecommunications Staff about your interest in the Auxiliary HF program.
- **Download** from the CHDIRAUX web site  
<http://www.uscg.mil/auxiliary/publications/default.asp>

and from the National Response Department - Telecommunications Division web site <http://www.cgaux.org/response/Telecom/> the following material:

- ✓ **Auxiliary Operations Policy Manual – COMDTINST M16798.3E**  
This provides operations policy guidance for all CG AUX operations including surface, air and communications.
- ✓ **Coast Guard Auxiliary HF Telecommunications Program Policies And Procedures** (May 2011)  
This document describes the HF program in detail.
- **Review** the documents to verify that your HF radio meets program requirements.
- **Complete** the ANSC 7004, Radio Inspection and Offer of Use Form found in the forms section on the National website.

- **Request** that your facility (radio) be inspected by a qualified Auxiliary CM officer.
- **Submit** the 7004 Form to the District DIRAUX office for Acceptance. DIRAUX returns a copy of the 7004 Form to the applicant, and if approved, a “Designation as a Radio Facility” letter will be included.
- **Submit** a copy of both the DIRAUX approved 7004 and the Designation Letter to your District CM officer who will review and forward them to the BC-RTI for technical review.

Upon successful completion of technical review, the BC-RTI will forward the applicant’s submittal to the DVC-RT for issuance of an HF Call Sign and certificate. The DVC-RT will send the HF Call Sign Certificate to the member and notify the District CM of successful completion of the application process. Finally, the BC-RTI enters the new station HF Call Sign into the National HF Registry by direction of the DVC-RT.

Once approved, it is the responsibility of the DSO-CM to release the HF Frequency Matrix and District HF Net Schedules to the applicant. And 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.

If you, or anyone you know, would be interested in joining the HF Program, please feel free to contact any member of the Telecommunications staff at any time.