

7004- RADIO FACILITY

Clear ALL Entries

DEPARTMENT OF HOMELAND SECURITY U.S COAST GUARD ANSC 7004 (01-24)	UNITED STATES COAST GUARD AUX OFFER OF RADIO FACILITY USE AN	<input type="checkbox"/> INITIAL <input type="checkbox"/> RE-INSPECTION <input type="checkbox"/> CHANGE	YEAR OF THIS INSPECTION <input style="width: 100%;" type="text"/>
SECTION I - MEMBER DATA - Completed by Member			
1. OWNER'S MEMBER ID <input style="width: 100%;" type="text"/>	2. OWNER'S LAST NAME, FIRST NAME, MIDDLE INITIAL <input style="width: 100%;" type="text"/>		
3. FACILITY IDENTIFICATION <input style="width: 100%;" type="text"/>	4. LAST FAC. INSP. DATE <input style="width: 100%;" type="text"/>	5. IF MEMBER OWNED, OWNER'S QUAL TCO <input type="checkbox"/> AUXCOM <input type="checkbox"/> CWS <input type="checkbox"/>	6. IF UNIT OWNED, ENTER UNIT NUMBER <input style="width: 50%;" type="text"/>
7. PREVIOUS FACILITY ID NUMBER <input style="width: 100%;" type="text"/>	9. PERCENT OF OWNERSHIP <input style="width: 50%;" type="text"/> %		10. OWNER'S EMAIL <input style="width: 100%;" type="text"/>
8. DESCRIPTION OF STATION LOCATION <input style="width: 100%;" type="text"/>			
11. STATION'S STREET ADDRESS, CITY, STATE, ZIP CODE <input style="width: 100%;" type="text"/>			
12. NAME AND ADDRESS OF PROPERTY OWNER WHERE STATION IS LOCATED <input type="checkbox"/> SAME AS ABOVE <input style="width: 100%;" type="text"/>			
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)	TRANSMITTER/TRANSCIEVER -- Offers for use of an HF station must include a VHF-FM radio on CG working frequencies.		
<input type="checkbox"/> LAND MOBILE <input type="checkbox"/> TRANSPORTABLE	<input type="checkbox"/> HF/MF-SSB	MAKE AND MODEL	OUTPUT (WATTS)
<input type="checkbox"/> PORTABLE or PORTABLE GROUP	<input type="checkbox"/> VHF-FM		
	<input type="checkbox"/> VHF-AM		

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				GROUND (FT.)	SEA LEVEL (FT.)			
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		ROUTING APPROVALS (following inspection)					
Inspector's EMPID _____	VHF Callsign Issued _____		_____ name/title					
Inspector's TCO/AUXCOM date _____	If portable Group: _____		_____ signature					
Inspector's District/Division/Flotilla _____	Group ID _____		_____ date					
Inspection Date _____	HF AUXILIARY RADIO FACILITY		DSO-CM _____ name					
Inspector's Position _____	HF Callsign Issued _____		_____ signature					
Signature _____	For HF operation authorization, this approval form must be routed to the National BC-RTI		_____ date					
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 _____				
<table border="1" style="margin: auto; width: 100px; height: 30px;"> <tr> <td style="text-align: center;">District</td> <td style="text-align: center;">Division</td> <td style="text-align: center;">Flotilla</td> </tr> </table>						District	Division	Flotilla
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 _____					

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SECTION III – INSPECTOR'S ENDORSEMENT AND RADIO FACILITY CHECK LIST

1. **INSPECTOR INFORMATION** – Complete entire Section III, enter inspector's name and seven-digit member ID number, TCO or AUXCOM QUAL date, inspector's District/Division/Flotilla number, inspection date, inspector's CM position, and signature. Follow your DSO-CM's "Inspector's Checklist" if available. (Inspectors must be a Communications Officer and TCO qualified or AUXCOM prior to 01AUG08.)
2. **AUXILIARY RADIO FACILITY CALL SIGN** – The call is not the Facility Identification number but the station identifier (call sign) as specified in the Auxiliary Operations Policy Manual.
 - For VHF reinspection, enter the assigned Auxiliary call sign. For VHF initial inspection, assign a call sign according to the District's Communications Plan.
 - For a portable group, follow instructions provided by the DSO-CM.
 - For HF reinspection, enter the assigned Auxiliary call sign. For HF initial inspection, leave blank.
3. **ROUTING APPROVALS** – Route this form up to your SO-CM, then to the DSO-CM, following your District COMMS Manual.

SECTION IV – OWNER'S STATEMENT, OFFER FOR USE & UNIT

1. Owner must sign and date form to indicate information is correct, the facility is offered for use, and will be operated per current directives. Enter District/Division/Flotilla to which facility is associated. Owner must notify the DSO-CM and DIRAUX of any changes in available frequencies, antenna height, station location, and/or call sign.
2. If Unit-owned, the Unit leader (listed as "Owner" in boxes 1 and 2) must sign the form in Section IV.

The radio inspector must approve the AUXDATA record for this facility and must enter a copy of this 7004 into the "files" section of the AUXDATA Radio Facility Record. DIRAUX final approval will then be completed in AUXDATA.

WHERE TO BEGIN WITH ENTERING IN AUXDATA II

First- Find, and Follow, the “How to Guide” on the AUXDATA II Web Page

[Culinary Assistance - Quick Guide JAN 2023](#)

[Facility - How to Enter a New Facility Quick Guide Jul 2022](#)



[Facility Inspection \(Offer for Use\) - How to Enter/Submit in AUXDATA II
Apr 2022](#)

[List Views - How to Create in AUXDATA II May 2021](#)

HOW TO FIND AN EXISTING FACILITY IN AUXDATA II

YOU CAN FIND THE FACILITY BY:

Registration number Facility number (call sign)

Owner name or ID number

Ownership - Look on owners RELATED PAGE in the

section of Facility

REQUESTING A FACILITY INSPECTION IN AUXDATA II

In AUXDATA II- Search for the facility, then click 'NEW' in facility inspection area

The screenshot displays the AUXDATA II web interface. At the top, there is a navigation menu with links for Home, Members, Units, Activity Logs, Member Activities, and More. A search bar is located on the right side of the header. Below the navigation, a facility profile is shown with a red icon and the word 'Facility'. To the right of the profile are buttons for '+ Follow', 'Edit', 'Clone', and 'Delete'. The facility details are as follows:

Unit Name	Type	Status	Registration
	Cabin Cruiser	Operational	UT1277EX

Below the facility details, there are two tabs: 'DETAILS' and 'CHATTER'. The 'DETAILS' tab is active, showing a list of facility information with edit icons:

Facility Record Number	F-20	Status	Operational
Registration		Last Re-Inspection Date	5/17/2022
Facility Name		Inspection Expiration Date	7/1/2023
Type	Cabin Cruiser	Availability	Weekends
Unit Number		Start Date	

On the right side, there is a 'Facility Inspections (4)' section. A blue arrow points to the 'New' button in the top right corner of this section. Below the button is a table of facility inspections:

Facility Inspection Record ...	Inspection Date	Status
FI-27	3/4/2025	Approved
FI-18	10/26/2019	Approved
FI-24	4/15/2021	Approved
FI-26	5/17/2022	Approved

At the bottom right of the inspection table, there is a 'View All' link.

REQUESTING A FACILITY INSPECTION IN AUXDATA II

Click boat then next:

New Facility Inspection

Select a record type

Aircraft

Boat

Radio

Cancel Next

FILL IN THE INFORMATION

1. Contact the VE for a time to conduct the examination/date.
2. Leave the date blank until after the inspection.
3. Fill in the VE name, etc.
4. Keep the status NEW for now but change it to 'under inspection'
5. Enter your OTO, DIRAUX or designated person in the DIRAUX box
6. Click save- the VE will get an email.

New Facility Inspection: **at**

3

Information

* Facility

ⓘ To remove the selected record, press Backspace or Del.

* Requested Inspection Date

* Vessel Examiner

Inspection Date

Status

* DIRAUX

DIRAUX User

System Information

Facility Inspection Record Number

Record Type
Boat

2

1

4

5

ITEMS TO BE UPLOADED IN AUXDATA II:

1- On the DETAILS page :

- One picture
- Current registration
- Some Districts require insurance informatio

2- On the Facility Inspection section (FI- XXXX)

- Upload of the 7003

The screenshot shows a web interface for a Facility Inspection record. The record is titled "Facility Inspection FI-2" and has a status of "Under Inspection". The page is divided into several sections: "Facility Information", "System Information", "Approval History", and "Files".

Facility Information:

- Facility: F-2
- Requested Inspection Date: 3/4/2023
- Vessel Examiner: [Redacted]
- Inspection Date: 3/4/2023

System Information:

- Facility Inspection Record Number: FI-2
- Record Type: Boat

Approval History (2):

Step Na...	Date	Status	Assigned ...
Inspection...	2/28/202...	Pending	[Redacted]
Approval...	2/28/202...	Submitted	[Redacted]

Files (0):

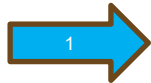
Buttons: + Follow, Clone, Edit, Delete, Add Files, Upload Files, Or drop files.

Annotations:

- A blue arrow labeled "1" points to the "Add Files" button in the Files section.
- A blue arrow labeled "2" points to the "DIRAUX User" field in the "Under Inspection" section.

VE IS RESPONSIBLE TO CLICK APPROVED

- Open the Facility Inspection FI-XXXX
- Check to make sure the date is correct
- Click Approved or Reject



 Facility Inspection
FI-2

Facility
F-2

Requested Inspection Date
3/4/2023

Vessel Examiner

Inspection Date
3/4/2023

System Information

Facility Inspection Record Number
FI-2'

Record Type
Boat

Status
Under Inspection

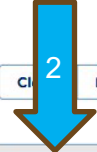
DIRAUX


DIRAUX User

Created By
2/28/2023 7:40 PM

Last Modified By
2/28/2023 7:46 PM


+ Follow





 **Approval History (4)**

Step Name	Date	Status	Assigned To
Vessel Ex...	3/13/2023 ...	Pending
Approval ...	3/13/2023 ...	Submitted

[View All](#)

 **Files (2)**

 **2023 Registration**
Mar 13, 2023 • 301KB • ...

 **Proof of Insurance**
Mar 13, 2023 • 301KB • ...

CHATTER

To converse or ask questions, find the tab that says CHATTER—top left. Start your ‘text’ with @member name and ask the questions.

Whoever you sent the ‘text’ to should be able to ‘text’ back.

A NOTICE IS SENT TO DIRAUX

Check to make sure DIRAUX REVIEW is showing in the status line.

This will be reviewed and if everything is correct, it will be approved. You will receive an email when it is approved and the status will show OPERATIONAL.

How to “archive” Facilities in AUX DATA II

If you as a Member no longer are using a Facility that is listed in AUX DATA II do the following:

Check with your District policy in archiving the use of the facility.

Some District use a Help Desk Ticket others use an individual appointed person and others use DIRAUX

All Facilities are archived not deleted, just in case it comes back in service.