

C-2 COMMUNICATIONS

Summary

Discrepancies Repeats

Staffing

Position - Director of Communications (DC) held position:
 Communications Specialty Track:

Year(s)

Month(s)

Mission and Staffing Notes

<u>Y/N/R/NA</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
01	a) Has the wing published any supplements, operating instructions (OI) or waivers IAW CAP regulations? If “no” then answer “N/A”. If “yes” got to next question. b) Were the supplements, OIs or waivers approved IAW CAPR 100-1 prior to implementation?	Wing will submit a copy of approval documentation along with approved supplement, operating instructions and waivers. Compliance is determined by comparing the wing's published supplements, OIs and waivers with NHQ/DO records. NOTE: If supplement is not marked or posted correctly, it is a D-4 Question 1. All other discrepancies are documented under this question.	(A-Discrepancy): [xx] (C2 Question 1) Wing supplement, OIs or waivers to CAPR 100-1 were not approved by CAP/DOK prior to implementation IAW CAPR 100-1 para 1.8.	
02	a) Has the wing submitted an annual communications plan by the 10th of April?	a)& b) Check with NHQ/DOKPP to confirm timely submission. NOTE: If NHQ/DOK did not	a)(A-Discrepancy): [xx] (C2 Question 2) Wing did not submit annual communications plan IAW CAPR 100-1 para 2.2.	

b) Did the wing use the template provided by NHQ/DOK?	provide a template for a given year, the wing plan should comply with the outline in CAPR 100-1 para. 2.3.3.	b)(A-Discrepancy): [xx] (C2 Question 2) The wing did not use the template provided by NHQ/DOK IAW CAPR 100-1 para 2.3.3.
c) Has any feedback from DOKPP been incorporated and resubmitted?	c) Check with NHQ/DOKPP to confirm if feedback was provided and then incorporated in the annual communications plan and resubmitted to NHQ/DOKPP.	c)(A-Discrepancy): [xx] (C2 Question 2) The wing did not incorporate feedback from NHQ/DOKPP and resubmit the plan IAW CAPR 100-1 para 2.5.

03 a) Does the wing conduct an annual radio communications effectiveness evaluation IAW CAPR 100-1?	a) Wing will submit documentation of the last annual communications effectiveness evaluation.	(Discrepancy): [xx] (C2 Question 03a) Wing did not complete an annual radio communications effectiveness evaluation IAW CAPR 100-1 para 3.3.2.
b) Was the exercise pre-coordinated and approved by the region DCS/Comm?	b) Wing/Region will submit documentation showing pre-coordination and approval of the exercise.	(Discrepancy): [xx] (C2 Question 3b) Wing annual radio communications effectiveness evaluation was not pre-coordinated and approved by the region DCS/Comm IAW CAPR 100-1 para 3.3.2.
c) Was an after action report submitted to CAP-USAF liaison region director of operations (LR/DO), region DCS/COMM, NHQ/DOKO, and NHQ/DOKPP within 30 days after the exercise?	c) Wing/Region will submit a copy of memorandum or email of the after-action report submitted within 30 days.	(Discrepancy): [xx] (C2 Question 3c) Wing annual radio communication effectiveness evaluation after-action report was not submitted to CAP-USAF liaison region director of operations (LR/DO), region DCS/COMM, NHQ/DOKO, and NHQ/DOKPP within 30 days after the exercise IAW CAPR 100-1 para 3.3.2

06 Does the wing have at least one HF/ALE station in continuous service on the region ALE net?

Wing will provide wing plans and duty assignments for review to identify which station or stations are assigned responsibility.
NOTE: HF/ALE net inspected on-site during inspection, if available.

(Discrepancy): [xx]
(C2 Question 4) Wing did not maintain at least one HF/ALE station in continuous service IAW CAPR 100-1 para 7.4.2.1.

07 Does the wing routinely conduct at least one conventional HF voice net each week?

Wing will provide documentation of conducting HF voice nets at least once a week.
NOTE: The form of the documentation is not specified but should include items such as dates/times, channels used, net control station(s), and participants.

(Discrepancy): [xx] (C2 Question 07) Wing did not conduct at least one conventional HF voice net each week IAW CAPR 100-1 para 7.4.2.1.

10 Is the wing represented multiple times a week on the National Traffic Network (NTN)?

Wing will provide documentation of checking-in to the NTN multiple times a week.
NOTE: The form of the documentation is not specified, but should include items such as dates, times, and station call sign.
NOTE: If necessary, CAP/DOKO may be contacted to verify participation.

(A-Discrepancy): [xx] (C2 Question 6) Wing was not represented in the NTN multiple times a week IAW CAPR 100-1 para 7.4.1.2.

