C-2 COMMUNICATIONS

Staffing

Position - Director of Communications DC position held: 0 Year(s) 0 Month(s)
Communications Specialty Track:

List DC name, CAP ID, Phone number and email address

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	01	Has the Wing published any supplements, operating instructions (OI) or waivers, and were they approved IAW CAP regulations?	Compare the Wing/Region's published supplements/OIs or waivers to CAPR 100-1 with those documents posted to the CAP publications website. For Waivers, verify by comparing the submitted waiver with the official records maintained by NHQ/DO	(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.	Rescind or cancel supplement or operating instruction until it is approved. Attach a copy of the approved supplement, OI or waiver to the discrepancy in the Discrepancy Tracking System (DTS).

Export Import

CI	02	a) Has the wing submitted an annual communications plan by the 10th of April?	Check eServices Operations/Operations Library Note: DOK will mark the Received Date by DOKPP on the front page of the Communications Plan.	a)(Discrepancy): [xx](C2 Question 2a) Wing did not submit annual communications plan IAW CAPR 100-1 para 2.2.	a) Attach a copy of the annual plan to the discrepancy in the Discrepancy Tracking System (DTS).
CI	02	b) Has any feedback from DOKPP been incorporated and resubmitted?	Check eServices Operations/Operations Library Note: DOK will mark the Received Date by DOKPP on the front page of the Communications Plan.	b)(Discrepancy): [xx] (C2 Question 2b) The Wing did not incorporate feedback from NHQ/ DOKPP and resubmit the plan IAW CAPR 100-1 para 2.5.	b) Attach a copy of the revised annual plan to the discrepancy in the Discrepancy Tracking System (DTS).

CI	03	a) Does the Wing conduct an annual radio communications effectiveness evaluation?	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.	a)Conduct a radio communications effectiveness evaluation. Attach a copy of the documentation of the effectiveness evaluation to the discrepancy in the DTS.
CI	03	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.	b) Wing/Region will submit plan to DOK show DOK approval of the exercise plan. Attach a plan of action, approved by the Wing/CC, to prevent reoccurrence to the discrepancy to the DTS.
CI	03	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	c) Complete the after action report and send it to CAP-USAF. Upload a copy to the DTS. Attach a plan of action, approved by the Wing/CC, to prevent re-occurrence to the discrepancy to the DTS.

CI	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.	(Discrepancy): [xx] (C2 Question 6) Wing did not maintain at least one HF/ALE station in continuous service IAW CAPR 100-1 para 7.4.2.1.	Attach a plan of action, approved by Wing/CC, to prevent the reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
CI	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.	Attach documentation showing weekly HF voice nets were completed to the discrepancy in the Discrepancy Tracking System (DTS).

CI	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.	(Discrepancy): [xx] (C2 Question 10) Wing was not represented in the NTN multiple times a week IAW CAPR 100-1 para 7.4.1.2.	Attach documentation showing participation on the NTN was completed. Attach a plan of action to prevent reoccurrence, approved by the Wing/CC, to the discrepancy in the DTS.

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):

(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

1. List “Identified Strengths or Weaknesses”, if any.

2. Delete all of these instructions.

3. A Commendable indicates a highly effective process implemented over a sufficient period of time that results in exceeding mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process oriented; it should save money, manpower and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours and present benefits to members and/or mission.

4. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point. This discrepancy was verified corrected - discrepancy closed, no further action required.