

## C-2 COMMUNICATIONS

### Summary

Commendables   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	Were supplements, OIs or waivers approved by NHQ/DOK prior to issuance? Answer "N/A" if no supplements or OIs.	Approved supplements or OIs to CAPR 100-1 are in <a href="https://www.gocivilairpatrol.com/members/publications/approved-supplements-and-ois-by-region/">https://www.gocivilairpatrol.com/members/publications/approved-supplements-and-ois-by-region/</a> . If a supplement or OI is in process, review email traffic for evidence or approval attempts.	(Discrepancy): [xx] (C2 Question 1) Wing/Region supplement, OIs or waivers to CAPR 100-1 were not approved by CAP/DOK prior to implementation IAW CAPR 100-1 para 1.8 and CAPR 100-3 para 1.3.	
02	Did the wing/region submit an annual communications plan? a) Was the plan submitted by the 10th of April? B) Did the wing/region use the template (if provided by NHQ/DOK), or does the plan contain all of the information required by CAPR 100-1 para	Obtain data from NHQ/DOKPP.	a)(Discrepancy): [xx] (C2 Question 2) Wing/Region did not submit annual communications plan on time IAW CAPR 100-1 para 2.2.3. b)(Discrepancy): [xx] (C2 Question 2) The wing/region did not use the template provided by NHQ/DOK IAW CAPR 100-1 para 2.3.3. c)(Discrepancy): [xx] (C2 Question	

2.3.3?

C) Did the wing/region resubmit a plan within 30 days, when directed?

2) The wing/region did not incorporate feedback from NHQ/DOKPP and resubmit the plan IAW CAPR 100-1 para 2.5.

03 Does the wing/region conduct an annual radio communications effectiveness evaluation?

a) Was the exercise pre-coordinated and approved by the region DCS/Comm?

b) 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?

a) Wing/Region will submit documentation showing pre-coordination and approval of the exercise.

b) Wing/Region will submit a copy of memorandum or email of the after-action report submitted within 30 days.

a) (Discrepancy): [xx] (C2 Question 3) Wing/Region did not complete an annual radio communications effectiveness evaluation IAW CAPR 100-1 para 3.3.2.

b) (Discrepancy): [xx] (C2 Question 3) Wing/Region 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/region have at least one HF/ALE station on duty, attended and operated IAW the National Communications Plan?

Wing/Region must provide the communications plan showing the station requirements (based on alert level), and the documentation showing that those requirements were met. NOTE: HF/ALE net inspected on-site during inspection, if available.

(Discrepancy): [xx] (C2 Question 6) Wing/Region 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/region conduct at least one conventional HF voice net each week?

Wing/Region 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

(Discrepancy): [xx] (C2 Question 7) Wing/Region did not conduct at least one conventional HF voice net each week IAW CAPR 100-1 para 7.4.2.1.

<p>09 Has the required annual inventory of communications equipment been performed IAW CAP regulations? a) Was the inventory conducted during the 1 October to 31 December period?</p>	<p>The inspector will verify using onsite review and reports from eServices/ORMS.NOTE: If a Reports of Survey was required document results in E1 Q14</p>	<p>a) (Discrepancy): [xx] (C2 Question 9) Wing/Region did not complete annual inventory between 1 October and 31 December IAW CAPR 174-1 para 2-16b.</p>
<p>Were the following tasks completed? b) Are on-loan items revalidated?</p>		<p>b) (Discrepancy): [xx] (C2 Question 9) Wing/Region did not validate on-loan assets IAW CAPR 174-1 para 2-16d(10) and 2-21. - Property number(s): XXXXXXXXXX NOTE: List all occurrences separated by commas.</p>
<p>c) Are pending issues and transfers completed?</p>		<p>c) (Discrepancy): [xx] (C2 Question 9) Wing/Region did not complete issues and/or transfers IAW CAPR 174-1 para 2-16d(1). - Property number(s): XXXXXXXXXX NOTE: List all occurrences separated by commas.</p>
<p>d) Are conditions and locations of all assets verified?</p>		<p>d) (Discrepancy): [xx] (C2 Question 9) Wing/Region did not verify conditions and locations of all assets IAW CAPR 174-1 para 2-16d(2). - Property number(s): XXXXXXXXXX NOTE: List all occurrences separated by commas.</p>
<p>e) Are all non-expendable items on hand properly tagged and reflected accurately in ORMS?</p>		<p>e) (Discrepancy): [xx] (C2 Question 9) Wing/Region did not ensure all non-expendable items are properly tagged and reflected</p>

accurately in ORMS IAW CAPR  
174-1 para 2-16d(4).

- Property number(s):  
XXXXXXXXXX

NOTE: List all occurrences  
separated by commas.

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10 Did the wing/region issue all  
Air Force funded  
communications equipment  
IAW the Table of Allowances  
(TA)?

Compare equipment issued  
(ORMS Reports for  
Communications Gear,  
Inventory Worksheet) against  
the TA (Communications Table  
of Allowances Vx.x) in  
eServices>Communications>Gen  
eral Information section of  
eServices.

(Discrepancy): [xx] (C2 Question  
10) Wing/Region did not issue all  
Air Force funded communications  
equipment CAPR 100-1 para 6.9.

