

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

Y/N/R/NA	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Notes
	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 https://www.gocivilairpatrol.com/members/publications/approved-supplements-and-ois-by-region/ . If a supplement or OI is in process, review email traffic for evidence or approval attempts.	(Discrepancy): [xx] (C2 Question 01) 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 2.3.3?	Obtain data from NHQ/DOKPP.	(Discrepancy): [xx] (C2 Question 02a) Wing/Region did not submit annual communications plan on time IAW CAPR 100-1 para 2.2.3. (Discrepancy): [xx] (C2 Question 02b) The wing/region did not use the template provided by NHQ/DOK IAW CAPR 100-1 para 2.3.3.	

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

(Discrepancy): [xx] (C2 Question 02c) The wing/region did not incorporate feedback from NHQ/DOKPP and resubmit the plan IAW CAPR 100-1 para 2.5.

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

a) Wing will submit documentation of the last annual communications effectiveness evaluation.

(Discrepancy): [xx] (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] (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] (Question 03c) 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/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 06) 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 participants.	(Discrepancy): [xx] (C2 Question 07) Wing/Region did not conduct at least one conventional HF voice net each week IAW CAPR 100-1 para 7.4.2.1.
09 Has the required annual inventory of communications equipment been performed IAW CAP regulations?	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	(Discrepancy): [xx] (C2 Question 09a) Wing/Region did not complete annual inventory between 1 October and 31 December IAW CAPR 174-1 para 2-16b.
a) Was the inventory conducted during the 1 October to 31 December period? Were the following tasks completed?		(Discrepancy): [xx] (C2 Question 09b) 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.
b)Are on-loan items revalidated?		
c)Are pending issues and transfers completed?		(Discrepancy): [xx] (C2 Question 09c) Wing/Region did not complete issues and/or transfers IAW CAPR 174-1 para 2-16d(1). - Property number(s): XXXXXXXXX NOTE: List all occurrences separated by commas.
d)Are conditions and locations of all assets verified?		
e)Are all non-expendable items on hand properly tagged and reflected accurately in ORMS?		(Discrepancy): [xx] (C2 Question 09d) 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.

(Discrepancy): [xx] (C2 Question
09e) Wing/Region didnot ensure
all non-expendable items are
properly tagged and reflected
accurately in ORMS IAW CAPR
174-1 para 2-16d(4). - Property
number(s): XXXXXXXXX

NOTE: List all occurrences
separated by commas.

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.

