

# C-2 - COMMUNICATIONS

## Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	01	<p>a) Are all wing supplements, operating instructions and waivers published IAW CAP regulations? If none then answer "N/A". If "yes" got to next question.</p> <p>b) Were the supplements, OIs or waivers approved IAW CAPR 100-1 prior to implementation</p>	<p>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.</p> <p>NOTE: If supplement is not marked or posted correctly, it is a D-4 Question 1. All other discrepancies are documented under this question.</p>	<p>(Discrepancy): [xx] (C2 Question 1) Wing supplement, OIs or waivers to CAPR 100-1 were not approved by CAP/DO prior to implementation IAW CAPR 100-1 para 1.8.</p>	<p>Attach a copy of the approved supplement, OI or waiver to the discrepancy in the Discrepancy Tracking System (DTS).</p>
CI	02	<p>a) Has the wing submitted an annual communications plan by the 10th of April?</p> <p>b) Did the wing use the template provided by NHQ/DOK?</p> <p>c)Has any feedback from DOKPP been incorporated and resubmitted?</p>	<p>a)&amp; b) Check with NHQ/DOKPP to confirm timely submission.</p> <p>NOTE: If NHQ/DOK did not provide a template for a given year, the wing plan should comply with the outline in CAPR 100-1 para. 2.3.3.</p> <p>c)Check with NHQ/DOKPP to confirm if feedback was provided and then incorporated in the annual communications plan and resubmitted to NHQ/DOKPP.</p>	<p>a)(Discrepancy): [xx] (C2 Question 2) Wing did not submit annual communications plan IAW CAPR 100-1 para 2.2.</p> <p>b)(Discrepancy): [xx] (C2 Question 2) The wing did not use the template provided by NHQ/DOK IAW CAPR 100-1 para 2.3.3.</p> <p>c)(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</p>	<p>a)Attach a copy of the annual plan to the discrepancy in the DTS.</p> <p>b)Attach a copy of the revised annual plan to the discrepancy in the DTS.</p> <p>c)Attach a copy of the revised annual plan to the discrepancy in the DTS</p>

CI	03	<p>a) Does the wing conduct an annual radio communications effectiveness evaluation IAW CAPR 100-1?</p> <p>b) Was the exercise pre-coordinated and approved by the region DCS/Comm?</p> <p>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?</p>	<p>a) Wing will submit documentation of the last annual communications effectiveness evaluation.</p> <p>b) Wing will submit a copy of exercise pre-coordination email or memorandum and a copy of the approved region DCS/Comm email or memorandum.</p> <p>c) Wing will submit a copy of memorandum or email of the after-action report submitted within 30 days.</p>	<p>a) (Discrepancy): [xx] (C2 Question 3) Wing did not complete an annual radio communications effectiveness evaluation IAW CAPR 100-1 para 3.3.2.</p> <p>b) (Discrepancy): [xx] (C2 Question 3) 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.</p> <p>c) (Discrepancy): [xx] (C2 Question 3) 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.</p>	<p>a) Conduct a radio communications effectiveness evaluation. Attach a copy of the documentation of the effectiveness evaluation to the discrepancy in the DTS.</p> <p>b) Attach a plan of action, approved by the Wing/CC, to prevent reoccurrence to the discrepancy to the DTS.</p> <p>c) Attach a copy of the submitted after action report to the discrepancy to the DTS. Attach a plan of action, approved by the Wing/CC, to prevent reoccurrence to the discrepancy to the DTS</p>
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CI	06	<p>Does the wing have at least one HF/ALE station in continuous service on the region ALE net?</p>	<p>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.</p>	<p>(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.</p>	<p>Attach a plan of action to prevent reoccurrence, approved by Wing/CC, to the discrepancy in the DTS.</p>
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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 7) Wing did not conduct at least one conventional HF voice net each week IAW CAPR 1001 para 7.4.2.1.	Attach documentation showing weekly HF voice nets were completed to the discrepancy in the DTS.
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CI	09	Has the required annual inventory been performed IAW CAP regulations?	The inspector will verify using onsite review and reports from eServices/ORMS.	a) (Discrepancy): [xx] (C2 Question 9) Wing did not complete annual inventory between 1 October and 31 December IAW CAPR 174-1 para 2-16b.	a) Complete the annual inventory. Attach a copy of the inventory to the discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
		a) Was the inventory conducted during the 1 October to 31 December period?		b) (Discrepancy): [xx] (C2 Question 9) Wing 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) Update contact information in the remarks section of ORMS and upload a signed copy of CAPF 37. Attach a copy of the screen shot of ORMS showing non-expendable property remarks section is updated and a signed copy of CAPF 37 to the discrepancy in the DTS.
		Were the following tasks completed:		c) (Discrepancy): [xx] (C2 Question 9) Wing 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.	c) Update ORMS with completed issue/transfer data. Attach a copy of the screen shot of ORMS showing non-expendable property is properly listed against individual or unit to the discrepancy in the DTS.
		b) Are on-loan items revalidated?		d) (Discrepancy): [xx] (C2 Question 9) Wing 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	d) Update ORMS with
		c) Are pending issues and transfers completed?			
		d) Are conditions and locations of all assets verified?			

e) Are all non-expendable items on hand properly tagged and reflected accurately in ORMS?

NOTE: If a Reports of Survey was required document results in E1 Q14

separated by commas.

e) (Discrepancy): [xx] (C2 Question 9) Wing did not ensure all non-expendable items are properly tagged and reflected accurately in ORMS IAW CAPR 174-1 para 2-16d(4).

- Property number(s):  
XXXXXXXXXX

NOTE: List all occurrences separated by commas.

current conditions/locations data.

Attach a copy of the screen shot of ORMS showing non-expendable property is properly listed to the discrepancy in the DTS.

e) Update ORMS with accurate data, e.g. serial number, noun, model number. Attach two pictures, 1. Showing non-expendable item has a property tag installed and 2. Showing the serial number, to the discrepancy in the DTS.