

C-2 COMMUNICATIONS

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	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.	Attach a copy of the approved supplement, OI or waiver to the discrepancy in the Discrepancy Tracking System (DTS).
CI	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? c) Did the wing/region resubmit a plan within 30 days, when directed?	Obtain data from NHQ/DOKPP.	a) (Discrepancy): [xx] (C2 Question 02) Wing/Region did not submit annual communications plan on time IAW CAPR 100-1 para 2.2.3. (Discrepancy): [xx] (C2 Question 2b) The wing/region did not use the template provided by NHQ/DOK IAW CAPR 100-1 para 2.3.3. (Discrepancy): [xx] (C2 Question 2c) The wing/region did not incorporate feedback from NHQ/DOKPP and resubmit the plan IAW CAPR 100-1 para 2.5.	a) Attach a copy of the annual plan to the discrepancy in the Discrepancy Tracking System (DTS). b) Attach a copy of the revised annual plan to the discrepancy in the Discrepancy Tracking System (DTS). c) Attach a copy of the revised annual plan to the discrepancy in the Discrepancy Tracking System (DTS).

CI	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.	a) Attach a copy of the annual plan to the discrepancy in the Discrepancy Tracking System (DTS).
		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.	b) Attach a copy of the revised annual plan to the discrepancy in the Discrepancy Tracking System (DTS).
		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 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) Attach a copy of the revised annual plan to the discrepancy in the Discrepancy Tracking System (DTS)
CI	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.	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/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.	Attach documentation showing weekly HF voice nets were completed to the discrepancy in the Discrepancy Tracking System (DTS).
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CI	09	<p>Has the required annual inventory of communications equipment been performed IAW CAP regulations?</p> <p>a) Was the inventory conducted during the 1 October to 31 December period?</p> <p>Were the following tasks completed?</p> <p>b) Are on-loan items revalidated?</p> <p>c) Are pending issues and transfers completed?</p> <p>d) Are conditions and locations of all assets verified?</p> <p>e) Are all non-expendable items on hand properly tagged and reflected accurately in ORMS?</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>(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.</p> <p>(Discrepancy): [xx] (C2 Question 9b) 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>(Discrepancy): [xx] (C2 Question 9c) 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>(Discrepancy): [xx] (C2 Question 9d) 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>(Discrepancy): [xx] (C2 Question 9e) Wing/Region did not ensure all non-expendable items are</p>	<p>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/Region/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>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 the expendable property remarks section is updated and a signed copy of CAPF 37 to the discrepancy in the DTS.</p> <p>c) Update ORMS with completed issue/transfer data. Attach a copy of the screen shot of ORMS showing nonexpendable property is properly listed against individual or unit to the discrepancy in the DTS.</p> <p>d) Update ORMS with current conditions/locations data. Attach a copy of the screen shot of ORMS</p>
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properly tagged and reflected accurately in ORMS IAW CAPR 174-1 para 2-16d(4).
 - Property number(s):
 XXXXXXXX
 NOTE: List all occurrences separated by commas.

showing nonexpendable 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.

CI	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>General 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.	Attach a copy of the communications Inventory Worksheet and the Table of Allowances showing equipment was properly issued. Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
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