

National Traffic Net (NTN) HF/ALE Station Operator

Reports To: NTN Voice Operations Manager (DOKOV)

Function: This additional duty volunteer position is part of the team which operates CAP HF/ALE Net 9 as part of the NTN. This team is responsible for supporting traffic relay from any active mission anywhere in the CAP system, including to and from NHQ and/or among operational stations which cannot communicate directly on a 24/7 basis. Team members stand weekly shifts and operate using an assigned Triblade callsign, NTNCAP ALE identifier and Micom 3F equipment supplied by NHQ.

Several applicants may be accepted. Geographic area is a consideration. The greatest need is for stations west of 100 degrees west, however there is also a need in other specific geographic areas. All applicants will receive a response.

Responsibilities include:

- Stands watch as an on-duty Net 9 station according a schedule published by DOKOV and IAW the Communications Alert Procedures published in the National Communications Plan
- Accepts ALE calls from CAP, AF and other authorized HF stations requiring assistance
- Provides timely relay of message traffic using HF, HF/ALE, internet and telephone circuits, as appropriate
- Interacts with other team members and assists in maintaining a 24 hour presence on Net 9 in order to provide the best possible communications relay services
- Conforms to standardized operating procedures and parameters as directed
- Keeps superiors advised of issues, developments, and progress on a timely basis via formal and informal reports, as directed
- Provides customer service, as directed, to internal and external customers
- Participates proactively in management of the NTN via email, instant messaging, webinars or other electronic communications channels
- Promotes a strong culture of Safety and Operational Risk Management within CAP, including personal monthly Safety currency

Desired requirements for the position:

- Be able to host two HF/ALE stations, configured as directed, with suitable antennas
- Be able to attend the station on short notice, as required to support major missions around the country IAW the Communications Alert Procedures published in the National Communications Plan
- Be prepared to conform to standardized operating parameters, procedures, and reporting requirements, as directed by the NTN Voice Operations Manager IAW policy and guidance
- Have reliable access to the Internet, telephone and other commercial communications infrastructure

- Have a customer service and team orientation
- CAP earned rank of major or higher is desirable but not mandatory
- Master rating in the communications specialty track is desirable but not mandatory