

TAB C-5: COMMUNICATIONS		C-1; Effective 15 Feb 03
	ITEM	REFERENCE
1.	<u>Administration:</u> a. Is the Director of Communications (DC) appointed in writing on a CAPF 2a? b. Was a Transfer of Communications Property Responsibility statement completed upon appointment of the DC? NOTE: If DC was appointed prior to 27 Mar 02, dates may not coincide	CAPR 100-2 Para 3-2 CAPR 100-2 Para 3-2
2.	<u>Reporting:</u> c. Is the wing filing quarterly H-1 Reports in a timely fashion? d. Does the wing revalidate the CEAR (S-8) annually between 1 Jan and 31 Mar? e. Has the wing received revalidated S-8s form all subordinate units?	CAPR 100-1 Vol 1 Para 3-2 CAPR 100-2 Para 3-9b CAPR 100-2 Para 3-9c
3.	<u>Annual Communications Effectiveness Exercises:</u> a. Does the wing hold annual unannounced communications exercises? b. Are the required reports forwarded to the Region DCS/Comm. within 30 days? c. Please have copies of the summary reports and critiques available for inspection?	CAPR 100-1 Vol 1 Para 3-3b CAPR 123-3 Para 5d
4.	<u>Communications Meetings:</u> a. Does the wing hold a communications meeting at least annually? b. Are required meeting summaries and participant logs forwarded to the Region/DC within 30 days? c. Please have copies of the summary reports and logs available for inspection?	CAPR 100-1 Vol 1 Para 5-5b CAPR 123-3 Para 5d
5.	<u>Communications Plans:</u> a. Does the Director of Communications (DC) review/update the communications plan(s) annually (not just new covers on old plans)? <ul style="list-style-type: none"> • Were the updates/revisions forwarded to Region and HQ CAP by 10 Jan? b. Do the plans reference the current regulations (CAPR 100-1 Vol 1 and Vol 3)? c. Does the wing have a current Emergency	CAPR 100-1 Vol 1 Para 2-2 CAPR 100-1 Vol 1 Para

	<p>Communications Plan?</p> <p>d. Does the wing have a current Operations and Training Communications Plan?</p> <p>e. Does the wing have a current Repeater Plan?</p> <p>1) Does the plan include a current list of operational repeaters?</p> <p>2) Does the list agree with the on line repeater directory (http://www.ntc.cap.gov/comm/Repeaters/Repeaters.cfm)</p>	<p>2-3 CAPR 100-1 Vol 1 Para 2-4 CAPR 100-1 Vol 1 Para 2-5</p>
<p>6.</p>	<p><u>Resources:</u></p> <p>a. Is the DC is utilizing the Communications Equipment Management System (CEMS)?</p> <p>b. Using the Communications Inventory List, can the DC show accountability for the wing communication inventory (all units)?</p> <ul style="list-style-type: none"> • Do the CAPFs 37, Transaction Registers and/or S-8 agree with the inventory list? <p>c. Does the wing maintain all mandatory communication equipment files?</p> <p>d. Does the wing create all required “optional” files when the appropriate transaction occurs?</p> <p>e. Are the individual issues of communications equipment revalidated annually?</p> <p>f. Does the DC assure the equipment is returned when members do not renew?</p> <p>g. Can the DC demonstrate how the current assignment and distribution of corporate equipment supports the Communications Plans?</p> <ul style="list-style-type: none"> • Is equipment distributed in accordance with a plan designed to ensure mission support? <p>h. Are CAPFs 37C and 37D used to issue, transfer and/or dispose of communications equipment?</p> <p>i. As required by the Communications Strategic Plan and IAW Federal Law, does the DC ensure all equipment (HF & VHF)</p>	<p>CAPR 100-2 Para 1-3e(1)</p> <p>CAPR 100-2 Para 2-1</p> <p>CAPR 100-2 Para 2-2</p> <p>CAPR 100-2 Para 3-5b(2) CAPR 100-2 Para 3-5b(4) CAPR 100-1 Vol 1 Para 7-9 and CAPR 100-2 Para 1-4a</p> <p>CAPR 100-2 Para 3-3</p> <p>Communications Strategic Plan dated 1 Dec 98 and the NEC</p>

	<p>not meeting current NTIA standards is removed from CAP operation? (except those extended to Nov 2003 by the NEC)</p>	<p>Minutes dated Nov 98</p>
<p>7.</p>	<p><u>Training:</u> Does the DC maintain a database of personnel completing basic and advanced user training?</p>	<p>Recommended Management Practice</p>