



TX WING SUPPLEMENT CAPR 100-1

31 January 2008

Communications - Electronics Communications

CAPR 100-1, Vol 1, 1 Aug 1996, IS SUPPLEMENTED AS FOLLOWS

2-2 Communications Plan Requirements: All communications plans will be published on the Texas Wing Web site, at <http://www.txwgcap.org/comm/comm.htm>

This includes the following plans:

Emergency Communications Plan

Operations and Training Plan

Repeater Plan

These plans are updated each year on 10 January.

5-1 Radio Operator Training: A power point presentation for the ROA (BCUT) course is available from the Wing DC. Group DC's may alter the presentation to include local information as listed in CAPR 100-1 Vol 1 Para. 5-1b. Example call signs may also be altered to reflect local group call signs. Basic information may not be deleted without permission of the Wing DC. Handouts should be used when possible; all students should obtain a copy of CAPR100-1 Volume 1 CAPR100-3, and this supplement.

5-2 Issuance of ROA Cards: Each group communications officer will issue the ROA cards for those members residing within the group's geographical area or assigned to one of the group's units.

The numbering will follow this format: TX207-001A

"TX" for the state. "2" for the group or HQ for TXWG HQ, "07" for the year. "001" for the # of card, which must follow in sequence. Use an "A" only if the card is an Advanced ROA.

The Group Communications Officer will keep all original ROA applications in a file and will turn them into the Group Commander or replacement Group Communications Officer when leaving the position.

The Radio Operator Authorization is non-expiring and is valid for use on any Civil Air Patrol frequency for any valid Civil Air Patrol business, provided that the permit holder also possesses a current membership card. These cards must be carried by the operator at all times when operating on any CAP frequency.

5-5 b Communications Meetings/Conference: Texas Wing will conduct an annual communications meeting as a part of the annual Wing Conference. The DC is responsible for the content of the meeting. A list of participants will be entered in WMU using the meetings utility.

6-1 Radio Authorization Application: Authorizations to operate on Civil Air Patrol frequencies are issued by the Texas Wing Director of Communications, under the Texas Wing Fleet License, which is held by National Headquarters.

See CAPR 100-1 Volume 1, Paragraph 1-8 for definition of "Mobile Station" and "Ground Station."

Mobile Stations:

Civil Air Patrol owned equipment:

All CAP owned equipment must be listed on the Communications Equipment Management System, or CEMS. All properly listed CAP owned equipment is authorized for operation under the fleet license for Texas Wing. No further application or renewal is required for this equipment. This blanket statement does not authorize any equipment not properly listed in CEMS, such as equipment that is not NTIA compliant. Contact the appropriate Group Communications Officer or TXWG DC to determine if a particular radio is listed on CEMS, or refer to the unit S-8 Communications Equipment Accountability Report.

Member owned or non-CAP owned equipment:

This type of equipment will be authorized or joined to the fleet license by application made to the Group Communications Officer or TXWG DC using TXCOMM 100-1 September 2003, using section 2 of the form. An approved and signed copy of this form shall serve as the station authorization. Authorization is indefinite in term and does not require renewal. All equipment must be NTIA compliant or in the case of SAR stations must be FCC type accepted.

Ground Stations:

All ground station operators should apply for authorization on TXCOMM 100-1 September 2003, using sections 2 and 3. An approved and signed copy of this form shall serve as the station authorization. Authorization is indefinite in term and does not require renewal.

6-4 d Frequency Monitoring: Each station operator is responsible for assuring that the equipment in use at that station complies with the frequency, authorized emission designators, and power limitations listed in CAPR 100-1. Net control stations, unit communications officers, and the Wing Director of Communications will monitor for off-frequency or other violations and will call immediately for the offending station to close. Stations should have their frequencies certified locally if possible, and only request on-the-air checks for verification when they are already reasonably confident that their station is within the allowed tolerances.

6-6 ELT Practice Targets Authorizations (121.775 MHz): Practice ELT units that are properly documented on CEMS are authorized for use without further application. This includes Tracker and Pointer units. ELT's taken out of aircraft service are not legal for this purpose.

6-7 Registration of VHF/FM Repeaters: New repeaters or modification of existing repeaters will be coordinated with the Texas Wing repeater officer.

7-6 Net Control. b. Net Control Operators:

All radio operators are encouraged to volunteer as Net Control operators for any net for which they are equipped. This not only serves the net, but also sharpens operator skills and "gains points" for various communications awards and badges.

A net manager is assigned by the Wing DC to assure that proper radio procedures are used and that adequate Net Control Stations are available. The Net Manager is also responsible for providing a "net script" for opening and closing the Texas Wing HF net to all Net Control Stations. The net control operator assignments change from time to time to accommodate operator schedules and to introduce new operators to the system, so no schedule of operators is published here.

If the net has not been opened within one minute of the starting time, then those on frequency should presume that the designated NCS has, for whatever reason, been unable to open the net. Any authorized Texas Wing Civil Air Patrol operator may open the net, conduct the business of the net, and maintain the log. Designated NCSs have the responsibility to arrange substitutes when they know they will miss their assignment.

7-8 Net Schedules: The following HF net schedules, as they pertain to Texas, are known at this time:

<u>SPONSOR</u>	<u>FREQUENCY</u>	<u>DAY</u>	<u>TIME</u>
Texas Wing	WBS SWR Secondary	Daily	1900 CST
	WBS SWR Secondary	Daily	1900 CDT

Although logs are kept and messages are dated in UCT, for convenience, local times are given here. The Civil Air Patrol convention is to keep nets at the same local time, adjusting the net time in UCT when Daylight Saving Time begins/ends.

7-15 Voice Call Signs: The group DC assigns group and subordinate unit tactical call signs; the TX WG DC assigns all others. In general, the lead digit(s) designate the group where the station is located: e.g. 1xx calls are from Group 1 HQ, 5xxx from a Group 5 Squadron, etc...

Texas Wing uses the tactical call of TEXAS CAP followed by a 1, 2, 3, or 4 digit number assigned as follows:

The calls 1 through 99 are assigned to Wing Headquarters Staff personnel.

The following call signs are generally the same throughout the Civil Air Patrol:

- 1 Wing/Region Commander
- 2 Wing/Region Deputy Commander
- 3 Wing/Region Chief of Staff
- 4 Wing/Region Director of Communications
- 5 Wing/Region Chaplain

In addition, the following call signs are reserved for key Texas Wing Staff personnel:

- 6 Director of Professional Development
- 7 Director of Logistics
- 8 Director of Emergency Services
- 9 Director of Operations
- 10 Wing Headquarters Station
- 11 Director of Cadet Programs
- 12 Director of Personnel

The 100-500 series are group Headquarters call signs. 4 Digit call signs beginning with the Group number will be issued to subordinate units.

Group 1 HQ	100 - 199	Group 1 Units	1000 - 1999
Group 2 HQ	200 - 299	Group 2 Units	2000 - 2999
Group 3 HQ	300 - 399	Group 3 Units	3000 - 3999
Group 4 HQ	400 - 499	Group 4 Units	4000 – 4999*
Group 5 HQ	500 - 599	Group 5 Units	5000 - 5999

*4th Group should not assign call in the 42XX block if possible, in order to reduce confusion with CAP Flight calls.

Group DC's could use the following pattern to assign call signs within the Group:

(Using Group 2 as an example)

TC 200	Group HQ command post/unit call sign
TC 201	Group Commander
TC 202	Group Deputy Commander
TC 203	Group Deputy Commander or Chief of Staff
TC 204	Group Communications Officer
TC 205	Group Chaplin
TC 206 – 299	Available for Group staff personnel

TC 2100 Squadron X Command Post, meeting place, mission base, etc.

TC 2101 Squadron X Commander

TC 2102-2149 Available for Squadron X personnel

Each subordinate unit will be issued a "unit" call sign. For Group HQ, these will be 100, 200, etc...

For Squadron and flights, unit calls will be spaced in increments of 50: 2000, 2050, 2100, etc...

Use of the above system provides for a consistent pattern where call signs ending in zero are unit stations or command posts, calls ending in one are commanders, and calls ending in four are communications officers. Unit call sign patterns may reflect the Wing and Group HQ pattern.

Call signs may be issued using a memorandum of record (MR) published by the appropriate Communications officer. See Attachment One as an example.

The Texas Wing DC will publish such an MR for Wing Staff members at the beginning of each fiscal year and update the MR as needed. Individuals authorized a call sign by MR are not required to have an operational radio station. However all CAP personnel operating on any CAP radio frequency are required to have a minimum of the CAP radio operator authorization training, also called BCUT (see 5-2 above)

Individuals that do not receive a call sign as part of a Memorandum of record may request a call sign from the appropriate Group DC or the Texas Wing DC by using Section 1 of the form TXCOMM 100-1 Sept 2003.

DC's must maintain a current list of all call signs issued in their group and report additions and deletions to the TXWG DC at least quarterly.

The 2000 series call signs were previously used for CAP Corporate vehicles such as vans, sedans, etc. These call signs are now assigned to Group 2.

Vehicle call signs will now be assigned from the 6000 block of calls. Vehicle calls will consist of the last 3 digits of the vehicle number preceded by a "6". Example: Van 42121 will use the call sign "Texas CAP 6121."

6000 block calls signs may be used for other special purpose stations as needed, not to coincide with the CAP Vehicle call signs.

Corporate aircraft are assigned calls of **Cap Flight** and an assigned number in the 42XX series. Whenever a corporate aircraft is reassigned to a different unit within the Wing, the call sign remains with the aircraft. Aircraft call signs are assigned through the Aircraft Maintenance officer, no application is normally required.

ISR radios assigned to Groups and Squadrons should be assigned Texas Cap call signs, by Memorandum of Record. These calls should be assigned from the owning unit's block of calls. The primary purpose is to have readily available call signs to use when the ISR radios are used for radio training. It is strongly encouraged that ICS style tactical calls be used for mission operations with the ISR radios.

Repeater call signs are not required

11-5 Operation on Non-CAP Frequencies: Your CAP station authorizations are valid for operation only on CAP frequencies.

Occasionally, there is a need to operate on the frequencies of another agency to coordinate with them. Such operations may be done ONLY at the invitation of that agency and ONLY for the purpose of liaison or coordination with that agency. In order to insure that all legal requirements are met, CAP-USAF/DOK must approve, in writing, all Region/Wing agreements allowing CAP stations to operate on non-CAP frequencies and for non-CAP stations to operate on CAP frequencies. Your CAP call sign is not valid on that agency's frequency, since you are operating under their license, so you should request an identifying call before operating.

EXCEPTION: Non-CAP frequencies listed on the TX Wing Channel Plan as "interoperability channels" have prior approval in writing by the state and federal agencies involved. They may be used with discretion in interagency coordination and use of TEXAS CAP call signs is authorized in these cases.

Operation on "interagency" or "interoperability " channels will be done in plan language using ICS conventions. Use of very commonly understood CAP prowords will not be a hindrance to communications, however any proword that is not a part of common speech should be avoided. Example: "Say Again" or "affirmative" are prowords with Standard English meanings and may be used. The proword "Wilco" may be misunderstood.

IAW NHQ CAP/DOK guidance letter dated 9 Aug 2002, which is in turn based on a USAF policy letter of May 2002, Family Radio Service (FRS) and Inter Squad Radio (ISR) radios may be used for CAP Business with the following restrictions:

All users must have completed the Radio Operator Authorization Training (also called BCUT) and have a CAP issued ROA card.

ISR radios, operating on 396-399 MHz FM, may be used for any CAP business; however, in-flight use is prohibited.

FRS radios, operating on 462-467 MHz FM, may be used in any CAP business with the following exceptions:


- Direct support of ES missions (actual and training)
- Any mission directly involving disaster/emergency response
- Any medical communications
- Any command and control communications
- In-flight use is prohibited

Communications not meeting these exclusions may be conducted for such activities as air shows, encampments, fund raisers, model rocketry, conferences, meetings, communication training, and indirect support of ES missions, such as aircraft marshalling, logistics support,

mission base intercom, vehicle parking, etc, where non-mission critical communications may be conducted.

ANY communications, which may disclose non-public, protected, or privileged information during a mission, are considered mission critical and may not be discussed over FRS frequencies.

Certified 31 January 2008, Lt Col Steven Haney, DC


JOE R. SMITH, Col, CAP
Commander

Sample Memorandum of Record to assign call signs.

Texas Wing Headquarters

MR 2008-1

Date:

Assignment of Call signs to Texas Wing HQ personnel

Position	Call Sign	Name	Rank	CAPID
Commander	TexasCap 1	Doe, John	Col	111111
Vice Commander	TexasCap 2	Vice, Mister	LTC	222222
Chief of Staff	TexasCap 3	Chief, Theother	LTC	333333
Director of Communications	TexasCap 4	Sparks, John	Major	444444
Chaplain	TexasCap 5	Father, Mine	LTC	555555

Etc....

//SIGNED//

Director of Communications, TXWG