



HEADQUARTERS KENTUCKY WING CIVIL AIR PATROL

Auxiliary of the United States Air Force

P.O. Box 4665

Frankfort, KY 40604-4665

Tel. (502) 564-0660

Fax (502) 564-0662

**From the Desk of:
Timothy B. Anderson, Captain, CAP
Kentucky Wing Director of Communications**

KY Wing Annual Communications Meeting Minutes IAW CAPR 100-1

29 December 2010

KY wing Annual Communications Meeting was scheduled for Sunday December 19, 2010 at 2000 hours EST via teleconference. Invitations were sent to all Squadron Communications Officers, Squadron Commanders, Wing Communications Staff and Region DCS 1 week prior and 2 days prior to the meeting.

The KY wing Annual Communications Meeting teleconference started promptly at 2000 hrs. Roll was taken and introductions were given.

Attending:

Capt. Tim Anderson – KY Wing DCS
Lt. Col. Joe Brickman – 221, Lexington
Lt. Col. Chuck Cook – GLR DCS, Michigan
Capt. Marc Feld – 214, Louisville
Maj. Wilson Polidura – 216, Ft. Campbell
Maj. Tony Riegling – 011, Paducah
Lt. Col. Mike Wendlegast – 123, Louisville
Capt. Robert Wilford – 058, Lexington

Agenda

NB Repeater transition. Anderson reported that all KY Wing repeaters were now operational. No issues were reported with repeaters. Last outstanding item for repeater project is to retrieve the repeater cabinet in Pikesville for return to DMRO. We will need to look at appointing local repeater trustees to perform routine maintenance such as cleaning air filters and operational checks. Coverage maps and frequency matrix will be included in 2011 KY Wing Repeater plan.

CAP 1-10-2010 Interim Code Plug for EFJ Handhelds and mobiles as well as all KY Wing Aircraft VHF CAP radios has been completed to the best of knowledge. There may be a couple of straggler mobiles or handhelds that have been missed. Anderson asked all commanders and Commos to be on the lookout for radios that have not been updated. Capt. Wilford reported that the radio issued to him has not been reprogrammed and will send to Capt. Anderson.

Lt. Col. Cook reported that there will be a new "Final" cod plug released sometime in the next six months. Noted that there will never actually be a "final" as this is constantly evolving.

Anderson noted that getting the updates into the field has been a major challenge. We need to develop a system to rapidly deploy the new code loads as they are handed down from NTC. In the past, deployment has been done by sending the code and interface cables to trusted Comm Officers to use their own computers, having the radios shipped to the DC for programming or gathering and re-programming radios at SAREXs. All of these methods have been technically as well as logistically challenging and it has been problematic to track which radios have or have-not been updated. A new deployment plan will be implemented for the next code release. We will have 2 programming kits complete with laptop PC loaded with the necessary software and code plugs, interface cables and explicit instructions for programming the various radios. These will be shipped from unit to unit and the updates will be tracked in ORMS. MAJ. Polidura noted that not all squadrons have Comm Officers, so we may still need to do some shipping of radios and SAREX updates. Anderson agreed.

Radio Operator User Training: Reported that ROA cards are no longer being issued by Wing and that no Radio Operator Authorizations will expire until the new ICUT program is released. BCUT and ACUT user training should still be conducted at the squadron level until the new ICUT program is released. Capt. Anderson has authorized that any KY Wing SET qualified ACUT operator may instruct and sign-off BCUT or ICUT trainees. Training for both A and BCUT will be comprised of a KY Wing Modified, GLR Region version of the current National training Power Point presentation. Lt. Col. Cook will provide this presentation to Capt. Anderson who will make specific KY wing modifications. Capt Anderson will distribute the new Power Point to all squadrons. A new ACUT test is available and should be used to the ACUT training effective immediately. Anyone planning an ACUT class should contact Capt Anderson for the new test.

Record of Communications User Training should be submitted on CAPF11 to Capt. Jerry Marchal, the KY Wing Communications Licensing Officer. Capt. Marchal will maintain the "official" Communications Training database which will be posted on the Wing Communications web site. The completed CAPF 11 should also be kept at the squadron as backup verification and it is suggested that the trainees be provided with a copy of the CAPF11 for their own record. Trainees should record the training dates and instructor in their (Senior Member or Cadet) Master Training Record. Capt. Anderson will post a memorandum outlining the current Communications User Training requirements on the Wing Communications web site as well as include in the 2011 KY Wing Communications Training Plan.

Lt. Col. Cook reported that the ICUT program is currently hung up in editing as the member in charge of the project had to step down. ICUT will probably not going to be released until about the time of Summer Boards and so advises continuation of the current training.

Maj. Polidura noted that he is uncomfortable with the "trust us" method of verifying Radio Operator status. All agreed that this is a bad situation but we must cope with it and fulfill the regulations until the new training program and eServices verification can be implemented.

KY Wing Communications Plans: Capt. Anderson reported that KY Communications was given an "A Finding" in the recent CI because there was no record of any 2010 (or 2009) Ky Wing Emergency, Operations/Training or Repeater plans. Anderson reported that 2011 plans are in the works and will be submitted by the 10 January 2011 deadline. Draft plans have been submitted to Region DC Lt. Col. Cook for review. Anderson commented that it was difficult to create Comm Plans that are harmonized with Region plans as required when Region has not put out a comm. Plan since 2006.

Lt. Col. Cook stated that a 2011 Comm plan was to be his first priority after the New Year and that he would be working with the Wing DCs to get that complete and submitted by the Region deadline on February 10th. Suggested that we continue with the current draft plans and submit what we can. Maj. Polidura suggested that we write the come plan with what we know and note the unknowns as TBD.

Capt. Anderson will see if any of the other GLR Wings have submitted plans and try to harmonize KY Wing with the other wings before submitting to Region for final review by end of the month.

KY Wing Annual Communications Effectiveness Exercise: Capt. Anderson reported that KY Communications was cited with another "A Finding" in the recent CI because there was no record of a 2009 Annual Communications Effectiveness Exercise IAW CAP 100-1 par 2-2. Plans for an exercise were discussed and an exercise will be held before the end of 2010 during the Holiday Sarex. MI Wing will participate with us by contacting 0148KY on HF ALE and pass traffic for SAREX FOBs.

HF and ALE: Lt. Col. Cook reported that a Policy Change Letter is due out from National that will outline the regional ALE channel usage and communications plans. This will require a new code plug for the Motorola HF Radios. National and the AF will expect Regions and Wings to have the new ALE suites up and running within 60 days after the PC letter is released. HF and ALE will become major component of the communications system moving forward for National to Region and Region to Wing communications and we need to be ready. We need to take a fresh look at the HF equipment deployment and in particular, the ALE capable radios and operators. Reports that use of designator GA for voice nets will continue to be authorized.

Communications Equipment Accountability: Capt Anderson noted that the entire CAPR 100-2 Communications Equipment Management regulations have been replaced by CAPR 174-1 Property Management and Accountability. Comm personnel should familiarize themselves with the new regulations.

Annual Communications Equipment Inventories are to be conducted at the Wing and Squadron levels beginning in January and must be completed by 31 March. Unit Communications Officers and/or Commanders are responsible for conducting the inventory. Units failing to complete their inventories by 31 March will be placed on a Communications Equipment Freeze. Inventories must be validated using the ORMS Communications Equipment Management module. All equipment shown as being assigned to units, or issued to individuals must be physically revalidated as either Serviceable, Non-Serviceable or Missing. A finding of Non-Serviceable or Missing equipment will automatically initiate a Report of Survey. If the ROS determines that the loss or damage to the equipment was caused by negligence, the wing and/or the unit will be held financially liable. Wing-wide, about 24 comm equipment items were found to be missing last year and are currently under ROS. 14 of these were the ICOM ISR radios with a depreciated value of \$10 for which the wing will be held accountable. A few items were much more serious. There is a missing EF Johnson mobile radio) valued at nearly \$1,700. There are a couple of power supplies and a DF unit also missing. The ROS must be resolved before the end of the next inventory cycle and unless found, the Wing will be held financially liable. Capt. Anderson will send out another email listing the missing equipment to the Commanders and Comm Officers. Please look diligently for this missing gear. We must do a better job managing our communications equipment. Do this by issuing form 37s for every temporary issue and carefully manage assignments and issues in ORMS. The Air Force, National HQ and Region have gotten very serious about this.

Issues:

Maj. Polidura at KY216 reports that the Terminal building at Outlaw Field is being torn down , displacing the CAP Comm antennas for the Ft. Campbell Squadron. All VHF, except for handheld capabilities and HF Communications are currently down and the equipment is in storage. They are working with the airport to secure a new tower when the new terminal building is completed but this may be many months away. They will need new VHF base antennas when completed.

Capt. Feld at KY214 also reported that their squadron had moved recently and had no antennas. They do not have HF capability and are limited to handhelds for VHF. The equipment is in storage. They hope to procure a new mast for antennas soon.

These two issues brought up the question of funding for things like antennas and masts and other equipment needed for communications. We currently do not know the best way or place to go for funding for these types of things. Is the money available from national? Does it come out of Wing funds? Is there a special budget for comm needs.

Will be asking all squadrons for input as to their current comm needs a put together a budget for 2011. There is need for deployable VHF antennas for Remote/field operations

Anderson noted that KY wing was relatively weak on the number of Communications personnel. We need to active recruit more skilled communicators to our ranks and do more training with the personnel that we do have.

Anderson will be revamping the Wing Communications staff in the coming year to assist with repeaters, training, licensing, equipment management, HF deployment, Webmaster and system engineering. Will be looking for volunteers in these areas.

We need to be sure that every unit has an assigned Comm Officer with a CAPF2A on file and that eServices reflects this.

We need to update the Comm email list. Anderson will do this next week to reflect all current Comm Officers and Comm staff.

We need to update the Wing Comm web pages with pertinent information including an ACUT and BCUT qualified roster until the new ICT is recorded in eServices. Also need to post current training policy and where to get new ACUT test.

Anderson plans to hold Communications Meeting via teleconference on a quarterly basis. Expect the next Communications Meeting in late March.

With no further business or comments, the meeting was adjourned at 2110 EST.

Recorded & Respectfully Submitted
Timothy B. Anderson, Capt. CAP
KY Wing Director of Communications

Distribution:
KYCC, KYDO, KYDES, KYWGCOMM, KYWGSQCMDR, GLR/DCS COMM,