



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 100-3

6 APRIL 2016

Communications

RADIOTELEPHONE OPERATIONS

This regulation establishes radiotelephone procedures for operations within the CAP radio communications system.

SUMMARY OF CHANGES.

Divides former Chapter 2 into separate chapters about communications procedures, NET operating procedures, and formal traffic procedures. Aligns mission statement with CAPR 100-1. Clarifies descriptions of radio NETs. Revises guidance on precedence designators. Updates guidance on logging. Expands and clarifies NET and formal traffic procedures. Adds guidance about constructing formal traffic, including use of military block printing, group counts, and message numbers. Clarifies the roles of roll calls and ops normal checks. Adjusts proword list and rules for transmitting punctuation. Adds new attachments.

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Chapter 1 - COMMUNICATIONS ENVIRONMENT

1.1. Mission: The mission of the Civil Air Patrol (CAP) Communications Program is to meet the validated communications requirements of internal and external customers. This is accomplished by strong planning to organize and maintain a reliable, integrated, point-to-point, air-to-ground, and ground mobile radio capability in support of the missions of CAP.

1.1.1. The primary purpose of CAP communications is to provide internal communications capabilities; to provide commanders with the means to conduct the missions of CAP both during normal conditions and when commercial infrastructure is unavailable or unsuitable, including commanders in the organizational chain of command, operational mission chains of command, and special activities chains of command. The CAP communications system provides a continuity of operations capability when commercial infrastructure fails, such as allowing commanders, at each echelon, the ability to communicate with superior and subordinate commanders.

1.1.2. In addition, the CAP communications system may also provide third-party support to “customer” agencies where it does not conflict with the primary purpose. All message traffic must be of, or pertaining to, the business of Civil Air Patrol or its customer agencies.

1.2. Scope. The aim of this regulation is to prescribe procedures for use by all elements of Civil Air Patrol internal nets. Its purpose is to provide a standardized way of passing speech and data traffic as securely as possible consistent with accuracy, speed and the needs of command and control, while remaining compliant with the intent of the ICS/NIMS program.

1.2.1. Voice procedure is necessary because:

1.2.1.1. Speech on a voice net in/during the performance of any mission must be clear, concise, and unambiguous.

1.2.1.2. Discipline is needed to ensure that transmissions do not overlap. If two people transmit at one time, the potential result is chaos.

1.2.1.3. Missions requiring communication among air and ground teams from multiple wings or regions require a national standard of communication procedures. Use of locally generated procedures and terminology is unacceptable in missions encompassing communicators from multiple wings.

1.2.2. Adherence to the procedure prescribed in this regulation is mandatory on all Civil Air Patrol internal voice nets. Departure from, or variations in these procedures is prohibited. Such action can invalidate security precautions, reduce accuracy and speed, compromise safety, and create confusion. If a procedure is not provided for a specific situation, common sense and training experience should be used as a guide. Standard procedure must never be replaced by individually preferred methods, or the latter used as an excuse for lack of procedural expertise.

1.2.3. The rules for operating procedures are frequently reviewed and changed as necessary. Suggestions for change are welcome and should be forwarded to National Headquarters/DOK for review and possible future incorporation.

1.3. Supplements/Operating Instructions/Waivers. Supplements, operating instructions (OI) and waivers to this regulation cannot be issued below the wing level (except Congressional Squadron). Wing supplements, OIs and waivers to this regulation require coordination for approval in the following order: CAP wing commander, CAP region commander, CAP-USAF/LR, CAP-

USAF/XO, NHQ/DOV, and NHQ/DO approval. Supplements, OIs, and waivers from the Congressional Squadron (NHQ-999) must be submitted through the National Chief of Staff and to the CAP-USAF MELR/CC for approval. Supplement, OI and waiver coordination will be accomplished via e-mail with a MS Word file attachment.

1.4. Implementation of Voice Procedures. When operating within the various nets conducted by the Civil Air Patrol, operators should understand the use and necessity of full voice procedures versus abbreviated procedures. If conditions are good, particularly with VHF-FM operation, it is often feasible to reduce the rigor of procedures in use to both ease the burden on operators and to expedite the flow of information. When conditions deteriorate or when the content of relayed information requires, full procedures must be used and understood by all stations. For this reason, it is imperative that all operators be familiar with these full procedures for the level of nets they participate in, and that managers and trainers work to ensure that these procedures are known and practiced. When a station makes errors or has procedural shortcomings, it is usually more efficient NOT to attempt to correct this station on the air, but rather to work off-the-air to correct these shortcomings. Unless the station is actually disruptive to the net, it is much better not to interrupt it for the purpose of issuing corrections.

1.4.1. Abbreviated Procedures. This regulation contains a number of areas where abbreviated procedures may be used. Abbreviated procedures are appropriate to use under satisfactory communication conditions, light operator loads, when their use does not compromise the mission, or when engaged in interagency communication based on ICS/NIMS procedures. However, there are certain elements of CAP communications procedures that must not be omitted or modified under any circumstances:

1.4.1.1. Call signs. Properly issued Air Force Voice Call Signs (AFVCS, commonly called “Tactical call signs”) or Functional Designators must be used in accordance with the rules established in CAPR 100-1 and paragraph 1.8. and 1.9. below. All communications must clearly state the station call sign or designator at some point in a series of transmissions, normally at the beginning. Note that paragraph 1.8.5. prescribes the minimum required station identification using the AFVCS.

1.4.1.2. Calling Procedure. When calling direct between two stations, all initial calls will use the procedure [Called party call sign] THIS IS [Calling party call sign] – example: “Charter Oak Four THIS IS Charter Oak Five One, Over”. Once communications are established, abbreviated procedures allow the call signs and/or the proword THIS IS to be omitted as appropriate. See paragraph 3.1. for procedures during scheduled nets.

1.4.1.3. Phonetic Alphabet. CAP uses the International Civil Aviation Organization (ICAO) Phonetic Alphabet exclusively. When using abbreviated procedures, operators may not substitute other phonetic alphabets, except that in liaison communications with an agency that does not use the ICAO phonetic alphabet, operators may use the other agency's system as required for accurate communications and for one time liaison communication only. See attachment 2.

1.4.1.4. Numbers should be transmitted using the CAP standard as presented in paragraph 2.4., either “Full” or abbreviated, noting that call signs, grid/latitude/longitude references, Date-Time-Groups in formal messages and authentication must be transmitted using “Full” digit-by-digit pronunciation, with the exception of CAP call signs noted in paragraph 1.7.

1.4.1.5. Prowords. Proper use of prowords significantly enhances accuracy and clarity of communications when all operators understand their use. While it is permissible under satisfactory communication conditions to omit certain prowords, care must be taken not to substitute other words or phrases in their place. Since proper proword use requires practice, operators are encouraged to utilize them fully, when possible.

1.4.1.5.1. Prowords that may be omitted (but not substituted) are:

“OVER” under circumstances where “end of transmission” is clear to all operators.

“THIS IS” after initial call and when omission would not cause confusion.

“THIS IS A FREE NET” when every operator on frequency understands the situation.

“WAIT” and “WAIT OUT” when unnecessary and if dealing with untrained operators.

1.4.1.5.2. All other prowords should be used where appropriate, including liaison nets. Since CAP authorized prowords are “plain speech,” they will be understood by operators from other agencies, however, CAP operators should be aware that these other agencies might have their own prowords (or might not use consistent prowords at all).

1.4.2. Formal Messages. There are times when the use of formal messages is important to reliability of communications. When communicating the following between the Incident Command Post (ICP) and other bases such as advanced or staging bases, formal messages should be used in place of informal communications. Formal messages are always sent using full procedures and serve as record traffic for situations such as receiving or giving work assignments, requests for support or additional resources, reporting progress of assigned tasks, and whenever record communication is desirable.

1.5. Urgency Signals. Three urgency signals are recognized in international communications and require immediate handling commensurate with their importance. CAP operators rarely initiate messages using these urgency signals, but must understand them and be prepared to render assistance. The urgency signals are:

1.5.1. **MAYDAY.** This is the international distress signal and indicates that a station is threatened by grave and imminent danger to life and property, and requires immediate assistance. In radiotelephone (voice), the word “MAYDAY” is transmitted three times. After the distress signal is sent, all traffic in progress, with the exception of FLASH precedence traffic, will cease and all stations will monitor. Any station in a position to render assistance will do so and all other stations will continue to monitor until the situation is rectified and the frequency is released for normal use.

1.5.2. **PAN-PAN (“pahn-pahn”).** This is the international urgency signal and indicates the calling station has a very urgent message concerning the safety of a ship, aircraft, or other vehicle and/or the safety of a person or persons. In radiotelephone (voice), the phrase “PAN-PAN” is transmitted three times. It is normally considered to be IMMEDIATE precedence traffic. All traffic of lower precedence will cease. All stations will monitor and any station that can render assistance will do so. All stations will continue to monitor until the situation is rectified and the frequency is released for normal usage.

1.5.3. **SECURITE (“see-kur-ih-tay”).** This is the international safety signal and indicates that a station is going to transmit a message concerning the safety of navigation or send important meteorological warnings that will, or can, affect ships, aircraft, or persons. It is normally considered to be PRIORITY precedence traffic and is spoken three times. All traffic of a lower precedence will cease. All stations will monitor and any station that can render assistance will do so.

All stations will continue to monitor until the situation is rectified and the frequency is released for normal usage.

1.6. Operational Security. Operational Security (OPSEC) is the term applied to all aspects of security and confidentiality associated with an activity, mission, or program. In order for this Security to be properly applied and used, it is necessary to identify all of the pieces of information that need to be protected, and, if necessary, the extent to which they should be protected. All personnel who may operate a radio will be trained in the general concepts of Communications Security and properly briefed on the immediate requirements of the mission in which they are participating. Within CAP, some items that commonly need to be secured are:

- Personally Identifiable Information (addresses, phone numbers, etc.) - for both CAP members and others

- Mission status - due to the potential interest by the news media

- Identification of personnel by name and/or rank, including members, search targets and accident victims

- Communications information including frequencies and specific location of facilities (general area like region, wing, or community is allowed, if not specific enough to give away the location)

- The relationship between the designators and frequencies

- Official phone numbers (ICP, etc.,) unless approved by the IC

- Other agency participation

This is a condensed list, and other items should be included as required. Once these items are identified, steps must be taken to ensure that this information is not improperly released. Communications Security addresses what steps can be taken within the Communications Program to achieve this. Within the communications system, there are a number of steps that can be used to secure information, including steps required to prevent unauthorized stations from entering our nets. All personnel will be aware of alternate means of communication that can be used in the event sensitive information must be sent.

1.6.1. Code Words, Codes, and Ciphers. Locally-created CAP codes, code words, and ciphers are not authorized (see 2.12.10). In the past it was a practice within CAP to assign "code words" to various mission events, such as "target found" in the belief that doing so would conceal these events from an undesired listener. This practice violates long-standing DOD policy and is seldom effective. In order to protect sensitive communications, proper encryption systems must be used, IAW CAPR 100-1, paragraph 6.14. There may be instances when an operator may use nationally-authorized codes and ciphers for encryption of a message, such as when requested by an external customer (see subparagraph 6.14.2.).

1.6.2. P25 and other Digital Modulation Techniques. P25 digital modulation and other forms of digital modulation are NOT to be used in lieu of encryption or to be regarded as any form of security for CAP communications.

1.6.3. Encryption. CAPR 100-1, paragraph 6.14. provides guidance on use of encryption by CAP. When available, encryption should be used when requested by external customers or when necessary to meet internal CAP requirements. Inquiries about encryption should be directed to National Headquarters/DOK.

1.7. CAP Call Sign Usage. Because the CAP-assigned aircraft call sign “CAP XXXX” is considered an “Air Carrier” call sign by the FAA, it may, if conditions permit, be transmitted using the FAA-prescribed “Group Form” as described below. Only the “CAP” aircraft call sign may be transmitted in this way, and flight crews should be prepared to use digit-by-digit pronunciation when required by conditions.

Group Form: “Group form” is the pronunciation of a series of numbers as the whole number, or pairs of numbers they represent rather than pronouncing each separate digit. Note that “zero” is pronounced “ze-ro”, not “oh” and that 4-digit numbers are always pronounced as two pairs. However because group form is FAA procedure, numerals are pronounced as plain words and not as phonetic pronunciation, e.g. you say “nine” and not “niner.” Examples:

“CAP forty-two twenty seven”

“CAP two thirty two”

“CAP seventeen zero six”

“CAP nine eleven”

“CAP ninety-nine zero one”

1.8. Functional Designator Usage. Functional designators are utilized by the ICS system to enhance interoperability on joint missions. Although frequently referred to as “call signs”, functional designators differ from Air Force Voice Call Signs (AFVCS) in that they are intended to openly state the identity and function of a station. Because CAP may be utilized in a multi-agency ICS mission, CAP operators need to be familiar with and practice the use of functional designators; however, it needs to be recognized that many CAP missions, including Homeland Security missions, Air Force and Joint Service support missions and Federal Agency support missions may have OPSEC considerations that preclude the use of functional designators. It is essential, therefore, that CAP train and utilize both systems as appropriate to maintain proficiency. Functional designators must NOT be used as a substitute for a properly managed AFVCS call sign program. They are only authorized for use on appropriate missions either training or actual, or an organized CAP activity such as an encampment or conference.

1.8.1. Functional designators may be used only when the operator is signed in to a mission or formal CAP activity and as assigned by the Comm Unit Leader or Communications Officer IAW with this regulation as implemented by the Wing Director of Communications. Routine day-to-day use of functional designators in place of AFVCS call signs is prohibited.

1.8.2. Functional designators should reflect the nationally-standardized ICS/CAP positions or job functions that are represented, or geographic locations, or both. Examples of valid functional designators are “Air Ops” “Ground Ops” “Flight Line” “Admin” “Ground Team Six” “Jackson Base” “Camp Six” “Highbird”, etc. Geographic prefixes are used ONLY with airborne relay stations or bases and other stationary facilities. A one or two-digit numerical suffix is optional and may be used with any functional designator if needed.

1.8.3. By definition functional designators make clear the function of the station using the call sign. Call signs (other than the assigned AFVCS) which cloak the function of the station are NOT functional designators and are not allowed under this provision of the rules. Random words or phonetic alphabet letters are not functional designators. Vanity words such as “Eagle” “Ranger” or “PJ” do not qualify as functional designators and may not be used unless assigned by the Air Force as a Voice Call Sign.

1.8.4. CAP aircraft are not authorized to identify using functional designators on CAP frequencies with the single exception of the designator “Highbird” (and appropriate geographical prefixes and/or numerical suffixes as necessary) which may be used solely to refer to the airborne relay function. Transmissions not pertaining to the airborne relay function must use the normally-assigned CAP call sign.

1.8.5. Because functional designators are not AF-assigned call signs, it is essential that the identification requirements of the NTIA be met even when using them. Base and other fixed stations must identify with their assigned AFVCS at the beginning and end of each operational period and at least once each hour. Mobile and portable stations need not state their AFVCS on frequencies used to communicate with a base, however, they must identify using their AFVCS using the same rules as for a base station if they are using a frequency without communicating to a base.

1.9. Radio Nets. A CAP radio net is a team of stations meeting to perform a specified function. Traditionally, nets have been thought of as scheduled meetings of stations on a single frequency. In 21st Century CAP communications, the term “net” also includes HF-ALE operation on multiple frequencies by automatically operating stations. When communication is not part of a mission tasked by AFRCC, the Air Force, state and local agencies, or other CAP activity with a duly assigned Communications Unit Leader (CUL), the Wing Director of Communications, unit Communication Officer or appropriate Net Control Station (NCS) maintains control over the frequency/net. On operational missions, the Incident Commander serves as NCS until such time as a CUL is named, who then assumes control of the net or nets. The type of net and method of operation is determined from consideration of operational factors involved. Net operation may be described in multiple ways, including by their purpose, frequency, operating technology, and operating mode.

1.9.1. Purpose. Nets may be classified by the purpose of the net.

1.9.1.1. Command and Control (C2) Nets: These nets are established for the purpose of conveying messages and information between different locations and levels of CAP Command. Also known as Traffic Nets, these nets may support the CAP chain of command, or may support CAP operational missions. Typically the C2 net would connect an Incident Command Post with mission sub-bases and/or higher headquarters. C2 nets often transmit formal traffic. In some situations, C2 nets may function simultaneously on HF, VHF, and/or other CAP communication systems. C2 nets typically begin with a roll call, used to establish which stations are available to handle traffic. Multiple call signs per station may only be checked in IAW paragraph 3.5.

1.9.1.2. Tactical Net. A Tactical Net is established whenever a requirement exists to coordinate the actions of deployed units in a mobile or portable environment, including CAP special activities such as encampments. The primary purpose of these nets is the exchange of mission information among deployed units. Tactical nets are generally controlled from an Incident Command Post, another mission base, or designated location, such as an airborne relay aircraft. Communications among deployed mobile units and the base(s) is directed by the primary NCS. If operational considerations require sub-bases directing communications within their specific areas, the sub-base tactical nets will typically be connected by a C2 net. Tactical nets may be either FREE or DIRECTED. If DIRECTED, Ops Normal reports may be required, or the NCS may employ roll calls to verify the assets available. Only one call sign per station may check in to ensure a correct count of available stations. During either type of tactical net, operators not signed in to the mission

or activity may check in and out of the net and also relay traffic. The NCS will accommodate these stations the same as those active on the mission/activity with priority being given to mission traffic.

1.9.1.3. Liaison Nets. Anytime CAP is involved with other agencies, CAP may be invited to participate on their frequencies or a previously signed agreement may allow the other agencies on CAP frequencies. Call signs and procedures will be as established by prior arrangement or as mutually agreed upon prior to initiating communication; however steps should be taken to minimize changes to CAP procedures on CAP frequencies. Liaison nets operate best when they are on frequencies set aside for interagency communication. CAP does not have the authority to allow other agencies to use CAP frequencies except for true interagency communication, in which CAP is an integral part.

1.9.1.4. Contingency Nets. Communications managers at each level have the authority to initiate stand-by nets, placing CAP radio stations within their span of control on alert to be available for developing conditions that may result in mission activity. For example, a region DC could alert stations in the region to be on the air and ready in advance of a hurricane landfall elsewhere in the region. Generally, this is done in consultation with the Commander, Net Control Station operators and other appropriate communications and operations staff. Ordinarily, activation and deactivation of contingency operation is done in association with changing the alert status of the CAP Alerting System. Contingency nets for major missions, particularly those spanning more than one region, will be expanded National Traffic Net (NTN) schedules, using the NTN NCS team, coordinated with National Headquarters/DOK.

1.9.1.5. Training Nets. Communication managers may establish nets for training purposes, such as to teach radio procedures to novice operators, or new skills and procedures to more advanced operators. Such nets should use radios suitable to the level of training. Local introductory training should typically be conducted with ISR or VHF radios. Training nets proposing to use HF channels shall be coordinated with higher headquarters.

1.9.2. Frequency. Nets may be classified by the frequency bands they use, including HF nets, VHF nets, or ISR nets.

1.9.3. Technology. HF Nets may be classified by the nature of the HF technology, including HF-ALE nets, voice nets, encrypted nets, and data nets (when authorized).

1.9.4. Mode of operation. Nets may also be classified by their operating mode.

1.9.4.1. Directed Net. In this type of voice net, stations obtain permission from the NCS prior to communicating with other stations in the net. In a directed net, traffic may also be sent in accordance with predetermined schedules. Voice nets conducted in conjunction with formal CAP missions or activities are typically directed nets, however the NCS may change status between directed and free as needed.

1.9.4.2. Free Net. This type of net uses a peer-to-peer structure in which each station may call each other station directly, without obtaining permission in advance. The net control station (NCS) still has authority over the stations in the net, however the NCS only intervenes when needed to enforce discipline or address other issues of operation of the net.

1.9.4.2.1. Routine communication outside of formal CAP missions or activities generally uses free nets, except for active voice nets.

1.9.4.2.2. When there is not an active net in session, stations may announce when their status as in service or closing station. Such announcements are treated as broadcast traffic. On VHF, such announcements are normally done on the local repeater or CAPGUARD. On HF, such announcements are normally done on designated calling channels, such as NRC or NRD.

1.9.4.2.3. HF-ALE nets are always free nets.

1.9.4.3. Radio operation is deemed to be a free net unless otherwise ordered. When it is required to change a free net to a directed net, or vice versa, one of the prowords THIS IS A FREE NET or THIS IS A DIRECTED NET is used by the NCS.

1.10. Precedence Designators. The precedence assigned to a formal message is the responsibility of the originator of the message. The originator must weigh subject matter and the time factor involved when deciding on a precedence. By assigning precedence, the originator tells handling operators in what order the message will be handled and denotes the urgency of the information to the addressee(s). Dual Precedence: If a message has both action and information addressees, it may be either single or dual precedence. A single precedence indicates that the message is of the same urgency to all addressees. If the message is more urgent to one addressee than another, it will be so indicated by the assignment of two precedences. The higher precedence represents the action addressee(s) and the lower precedence represents the information addressee(s). The higher precedence is always assigned ahead of the lower precedence in the heading. No message may be assigned more than two precedences. The precedence designators, in order of importance, are:

1.10.1. **FLASH (Z).** This precedence is reserved for initial enemy contact messages or operational combat messages of extreme urgency. FLASH messages are to be handled as fast as humanly possible, ahead of all other messages, with in-station handling time not to exceed 10 minutes. Messages of lower precedence are interrupted on all circuits involved until the handling of FLASH messages is completed.

1.10.2. **IMMEDIATE (O).** In the military, this precedence is reserved for messages relating to situations gravely affecting the security of the nation, including reports of widespread civil disturbance, reports or warning of grave natural disaster, and requests for or directions concerning search and rescue operations. In Civil Air Patrol, it is appropriate to use the IMMEDIATE precedence for urgent operational mission traffic, where the PRIORITY precedence will not suffice. IMMEDIATE messages are processed, transmitted, and delivered immediately in the order received and ahead of all messages of lower precedence. They are to be handled as quickly as possible, with in-station handling time not to exceed 60 minutes. Messages of lower precedence will be interrupted on all circuits involved until the handling of the IMMEDIATE message is completed.

1.10.3. **PRIORITY (P).** This precedence is reserved for traffic requiring expeditious action by the addressee or for conducting operations in progress when ROUTINE precedence will not suffice. PRIORITY precedence messages are processed, transmitted, and delivered in the order received and ahead of all messages of ROUTINE precedence. Examples include requests for supplies or equipment during the conduct of an operation, time-critical items requiring quick response, and situation reports. They are to be handled as quickly as possible, with in-station handling time not to exceed 6 hours.

1.10.4. **ROUTINE (R).** This precedence is used for all types of message traffic justifying transmission by rapid means, but not of sufficient urgency to require higher precedence. ROUTINE precedence messages are delivered in the order received and after all messages of higher precedence. ROUTINE is the most used precedence designator in CAP messages. Examples include any message that requires the documentation of its transmission and/or delivery; messages concerning normal operations, programs, or projects; and periodic or consolidated reports. They should be handled as soon as traffic flow allows, but no later than the beginning of the next duty day.

1.11. Radio Logging. CAPR 100-1, paragraph 7.6. contains requirements for station logs. In addition to those requirements, the following best practices apply.

1.11.1. Any station sending or receiving formal traffic must also record the required information in the local station log. In addition, all NCS/ANCS stations keep logs for the nets on which they serve. Other stations may keep logs, such as to document confidence checks or training. The Station Log consists of two parts, the Operating Log and the Message Log.

1.11.1.1. **Operating Log.** The Operating Log may use the CAPF 110 *Air/Ground or Point to Point Log*, or other appropriate format that will ensure accurate recordkeeping and easy access. Logging within WMIRS "Comm Log" complies with this requirement. The operating log records the times, channels (identified with frequency designators), and the message and subject of messages sent or received. Technical notations about the station may also be included, such as changes of radio, antennas, backup power availability, etc.

1.11.1.2. **Message Log.** The Message Log is a more detailed listing of messages received, sent, and waiting to be sent. It should record the local message number, and the sending station's message number, Date-Time-Group of the message, received from, time received, receiving operator, sent to, time, and sending operator. In addition, the station should keep files of the actual messages received, sent and to be sent. A sample message log can be found in Attachment 1. Examples of a satisfactory message file are: 1) A three ring binder with separate sections for the three categories of traffic, 2) Three manila folders, or 3) Backed up computer directories/folders.

1.11.2. **NCS Logging.** The NCS Operating log should constitute a complete and continuous record of all transmitted and received messages, and information concerning the radio net. If kept by hand, the log will be written legibly in ink, by the operator or an assistant under the supervision of the operator. Logs should include all relevant details and timings of the following. In addition to the requirements in subparagraph 1.11.1. above, NCS logs should also include the following information:

1.11.2.1. All transmitted and received informal messages and voice conversations during the net or, where this is impractical, the gist of a message in sufficient detail to provide adequate reference information.

1.11.2.2. A record of formal messages sent or received by the NCS station, written separately on a message form or preserved in a computer file based on a message form template.

1.11.2.3. A record of all stations checking in to the net.

1.11.2.4. Changes in operating frequency and interference reports, indicated by frequency designator and not actual frequency (placing of actual frequency information on log forms makes these documents FOUO and significantly increases the difficulty of handling and storage).

1.11.2.5. Sufficient reference data to identify all other calls or procedural messages transmitted or received on the net, IAW CAPR 100-1, paragraph 7.6.

1.11.2.6. Reports of stations with which contact is difficult or suspect, amplified with any corrective action taken.

1.11.2.7. Unusual occurrences such as procedural or security violations, or suspected deception or jamming. Entries will include the reporting action taken, IAW CAPR 100-1, paragraph 7.6.

1.11.2.8. NCS operator's name and CAPID.

Chapter 2 - COMMUNICATIONS PROCEDURES

2.1. Radio Telephone Procedures. Voice procedure is designed to provide the fastest and most accurate method of speech transmission. All messages should be preplanned, brief, and straight-forward. Messages should be constructed clearly and logically in order not to confuse the recipient.

2.1.1. **Plain Language Usage.** CAP voice procedures, including the use of authorized prowords, are considered “plain speech” and are compliant with the ICS/NIMS guidelines for radio procedures. The correct use of clear, concise speech on the radio is essential if transmissions are to be successfully received and understood at the first attempt.

2.1.2. **Prompt delivery of traffic.** CAP radio stations and operators serve as “links in the Chain of Delivery.” Each message must be acknowledged by the next link in the chain in order for the operator to hand off responsibility for that message.

2.1.2.1. The three main message handling responsibilities of each radio operator are:

- 2.1.2.1.1. Message accuracy, and
- 2.1.2.1.2. Delivery to addressee(s)
- 2.1.2.1.3. Timeliness of delivery

2.1.2.2. Any operator who accepts a message accepts responsibility to:

- 2.1.2.2.1. Deliver it to the addressee,
- 2.1.2.2.2. Forward it to another station that can accomplish delivery, or
- 2.1.2.2.3. Inform the previous station(s) in the message Chain of Delivery that delivery has failed and that another path should be attempted.

2.1.2.3. Training messages shall be relayed to their final destination by radio only, unless otherwise instructed in an appropriate training plan from the originating tier of the Communications system. Actual mission traffic can and should be relayed into and out of the commercial communications infrastructure as necessary for the most efficient and effective delivery of messages.

2.1.3. **Acknowledgement requirements.** Most formal traffic is point-to-point in nature, with a specific addressee. Each station accepting formal traffic for delivery, whether as the final recipient or for relay, must use the proword ROGER to indicate accurate reception. Although all operators should make a reasonable effort, it is understood that it may be impractical to deliver a broadcast message to all group addressees, such as “INFO: All Members.” ROGER is not generally necessary for broadcast messages, unless requested by the NCS or transmitting station. How to determine whether a message is defined as broadcast is found in paragraph 4.2.1.4.

2.2. Constructing Formal Traffic. Because passing formal traffic is one of the major functions of the CAP Communications system, well-constructed messages are vital to success. The following best practices apply to writing CAP formal radio messages:

2.2.1. Limit to 25 words or fewer

2.2.2. Leave out unimportant words unless they are essential to the meaning of the message, such as commonly used conjunctions, prepositions and articles like “and,” “but,” “for,” “in,” “on,” “the,” “that,” etc.

2.2.3. Write in all capital letters to improve readability, particularly when operating under field conditions

2.2.4. Use simple words, not complex words

2.2.5. Use only commonly-understood abbreviations and acronyms

2.2.6. Use short declarative sentences, with no compounding of clauses together

2.2.7. Think about how difficult it will be to understand the message through static.

2.2.8. Rewrite your first draft as extensively as necessary to make the message as brief and simple as possible.

2.2.9. Consider OPSEC and avoid including personally identifiable information (PII) or other sensitive information.

2.2.10. Paragraphs 2.3. through 2.9. provide additional guidance for writing radio messages.

2.3. Aids to Accuracy:

2.3.1. **Pronunciation of Letters.** To help identify spoken letters of the alphabet, a standard phonetic word alphabet is used. Each letter of the alphabet is represented by a uniquely pronounced word to enable consistent and accurate pronunciation. For example, BRAVO is the phonetic equivalent of the letter B and DELTA equates to the letter D.

2.3.2. **Phonetic Alphabet.** The following alphabet table shows the phonetic word equivalent of each Letter as it is written and then as it is spoken. The underlined portion of the spoken words indicates the syllables that require emphasis.

THE ICAO PHONETIC ALPHABET						
Letter	Word	Pronunciation		Letter	Word	Pronunciation
A	ALPHA	<u>AL-FAH</u>		N	NOVEMBER	<u>NO-VEM-BER</u>
B	BRAVO	<u>BRAH-VOH</u>		O	OSCAR	<u>OSS-CAH</u>
C	CHARLIE	<u>CHAR-LEE</u>		P	PAPA	<u>PAH-PAH</u>
D	DELTA	<u>DELL-TAH</u>		Q	QUEBEC	<u>KEH-BECK</u>
E	ECHO	<u>ECK-OH</u>		R	ROMEO	<u>ROW-ME-OH</u>
F	FOXTROT	<u>FOX-TROT</u>		S	SIERRA	<u>SEE-AIR-RAH</u>
G	GOLF	<u>GOLF</u>		T	TANGO	<u>TANG-GO</u>
H	HOTEL	<u>HOH-TELL</u>		U	UNIFORM	<u>YOU-NEE-FORM</u>
I	INDIA	<u>IN-DEE-AH</u>		V	VICTOR	<u>VIK-TAH</u>
J	JULIET	<u>JEW-LEE-ETT</u>		W	WHISKEY	<u>WISS-KEY</u>
K	KILO	<u>KEY-LOH</u>		X	XRAY	<u>ECKS-RAY</u>
L	LIMA	<u>LEE-MAH</u>		Y	YANKEE	<u>YANG-KEY</u>
M	MIKE	<u>MIKE</u>		Z	ZULU	<u>ZOO-LOO</u>

2.3.3. **Military Block Printing.** When writing a message by hand, military block printing in all capital letters should be used in order to improve readability (Attachment 3). Particularly when incoming messages are written by hand, penmanship and overall legibility is vitally important. Legible handwriting should be learned and practiced along with the phonetic alphabet and proper pronunciation of letters and numbers. The following conventions apply to writing characters and symbols when drafting and receiving messages:

2.3.3.1. All capital letters should be used when writing or typing a message.

2.3.3.2. The figure ZERO is written with a slant through it to distinguish is from the letter OSCAR.

2.3.3.3. The figure ONE is written with a line underneath to distinguish it from the letter LIMA.

2.3.3.4. The letter ZULU is written with a hyphen through it to distinguish it from the figure TWO.

2.4. Rules for Figures:

2.4.1. When radio conditions are satisfactory and confusion will not arise, numbers or figures may be spoken as in normal speech. During difficult conditions, when passing formal traffic, or whenever extra care is necessary to avoid misunderstanding, figures are sent digit-by-digit preceded by the proword FIGURES. This proword warns that figures follow immediately, to help distinguish them from other similarly pronounced words.

Examples:

Abbreviated procedures

(Satisfactory Conditions)

- 23.....Twenty three
- 50.....Fifty
- 146.....One hundred and forty six
- 200.....Two hundred
- 1009.....One thousand and nine
- 1630 hours.....Sixteen thirty hours
- 2800.....Two thousand eight hundred
- 12000.....Twelve thousand

Full procedures

(Difficult Conditions)

- FIGURES too tree
- FIGURES fife ze-ro
- FIGURES wun foh-wer six
- FIGURES too ze-ro ze-ro
- FIGURES wun ze-ro ze-ro nin-er
- FIGURES wun six tree ze-ro hours
- FIGURES too ait ze-ro ze-ro
- FIGURES wun too ze-ro ze-ro ze-ro

The proword FIGURES is not used in the following situations. Digit by digit pronunciation is required.

2.4.1.1. Call signs and functional designators. (Note exception for “CAP” aircraft call signs in paragraph 1.7.).

2.4.1.2. Grid/Latitude/Longitude references.

2.4.1.3. Formal message date time groups (DTGs).

2.4.2. **Pronunciation of Figures.** Whenever figures are spoken in single digits over radio they are pronounced as shown in the following table. The underlined portions of the spoken words indicate the letter or syllables requiring emphasis.

Numeral	Pronunciation		Numeral	Pronunciation
0	<u>ZEE</u> -ROH		5	F <u>YFE</u>
1	<u>WUN</u>		6	<u>SIX</u>
2	<u>TOO</u>		7	<u>SEV</u> -EN
3	<u>TREE</u>		8	<u>AIT</u>
4	<u>FOH</u> -WER		9	<u>NYN</u> -ER

2.5. Punctuation. Punctuation is not to be used unless it is necessary to the sense of a message, and should rarely be required in radio messages where the originator makes his or her own transmission. Punctuation can occur more often in written informal or formal messages. When the use of punctuation is essential, it will be written and spoken as follows:

Punctuation	Spoken as	Written as
Full stop/period	Period	.
Comma	Comma	,
Slash	Slash	/
Hyphen	Hyphen	-
Open parenthesis	Open parenthesis	(
Close parenthesis	Close parenthesis)
Colon	Colon	:
Semicolon	Semicolon	;
Question Mark	Question mark	?
Decimal point	Decimal	.

2.6. Rules for Mixed Groups. The rules for sending mixed letter/figure groups incorporate the same principles that apply to sending letters and figures separately. The same information may be sent in different ways depending on the procedures in effect.

Example 1. Abbreviated procedures:

One mixed group **spoken as**
ACP125 A-C-P WUN TWENTY FIVE

Two Groups **spoken as**
ACP 125 A-C-P WUN TWENTY FIVE

Example 2. Full procedures:

One mixed group **spoken as**
ACP125 I SPELL ALFA CHARLIE PAPA WUN TOO FIFE

Two Groups **spoken as**
ACP 125 I SPELL ALFA CHARLIE PAPA FIGURES WUN TOO FIFE

Note that the prowords I SPELL and FIGURES always indicate the beginning of a new group.

2.7. Corrections. When a transmitting operator makes an error, the proword CORRECTION will be transmitted followed by the last word, group, proword, or phrase correctly transmitted. Transmission then continues.

2.8. Aids to Brevity:

2.8.1. Abbreviations. Although originally designed to save time in writing, abbreviations will often save time in speech. Many abbreviations are so commonly used in normal speech they are more familiar than their original unabbreviated form. The use of such abbreviations in the creation of formal messages is to be encouraged provided that they are quicker and easier to use than the full word and they are sufficiently well known to avoid any confusion and subsequent confirmatory

transmissions. Where an abbreviation has more than one meaning, the intended meaning must be obvious to the addressee from its context or frequent usage. Whether abbreviations are spoken as such, spelled phonetically, or expanded to their unabbreviated form, will depend on prevailing radio conditions and the circumstances in which they are used. The following common sense rules will be applied to take account of conditions:

2.8.1.1. **Abbreviated procedures in satisfactory conditions.** To ensure that the advantage of brevity which abbreviations provide is not lost, they will be spoken as in normal speech.

Examples:

RV as RV instead of "I spell Romeo Victor"
 DR as DR instead of "I spell Delta Romeo"
 ETA as ETA instead of "I spell Echo Tango Alfa"

2.8.1.2. **Full procedures in difficult conditions.** In conditions which require amplification of common abbreviations normally spoken as such, it is usually quicker and easier to use the full word than to waste time and effort in spelling.

Examples:

"Disaster Recovery" is better than "I spell Delta Romeo"
 "Incident Commander" is better than "I spell India Charlie"

2.8.1.3. Abbreviations and acronyms should be transmitted as the original message is written. Phonetic spelling should be used when conditions warrant, or when the spelling will be more readily received and understood than attempting to pronounce an abbreviation or acronym. Examples where spelling is more appropriate than the abbreviation are:

"I Spell November Tango India Alpha" instead of "ENN-TEE-EYE-AY"
 "I spell November Oscar Alpha Alpha" instead of "NOH-uh"

2.8.2. The operator should pre-screen the message and if problems are found, the operator should work with the message originator to resolve the issues. Such issues may include OPSEC violations, complex grammar, excessive message length, or other factors which would complicate message handling.

2.8.3. Procedure Words (Prowords). To keep voice transmissions as brief and clear as possible standard prowords are used in place of whole sentences. Prowords are easily pronounced and recognized words or phrases used to convey a specific predetermined meaning, for example:

Proword Meaning

ROGER I have received your last transmission satisfactorily
 OUT This is the end of my transmission to you and no answer is required or expected

Several prowords may be omitted under conditions where it is appropriate, IAW para. 1.4.1.

Prowords that may be omitted (but not substituted) are:

"OVER" Under circumstances where "end of transmission" is clear to all operators.
 "THIS IS" after initial call and when omission would not cause confusion.

“THIS IS A FREE NET” and “THIS IS A DIRECTED NET” When every operator on frequency understands the situation.

“WAIT” and “WAIT OUT” When unnecessary and if dealing with untrained operators.

All other prowords should be used where appropriate, including liaison nets and during use of abbreviated procedures. Since CAP Authorized prowords are “plain speech”, they will be understood by operators with other agencies, however, CAP operators should be aware that these other agencies may not use the same prowords (or use consistent prowords at all).

A full list of prowords is given in Attachment 3.

2.9. Exercise Communications:

2.9.1. **Exercise Messages.** Messages sent relating to training exercises, command post exercises, tactical exercises, and maneuvers conducted in the interest of training and readiness are exercise messages but are prepared and handled in the same way as normal traffic.

2.9.2. Identification of Exercise Messages:

2.9.2.1. Exercise messages are identified by the word “EXERCISE” followed by the exercise identification, which shall consist of a name or designation assigned by proper authority. EXAMPLE: EXERCISE ARDENT SENTRY 15.

2.9.2.2. The officer conducting the exercise shall include appropriate instructions for identifying exercise messages in the directive for the conduct of the exercise in order to preclude alarming non-participants. Normally these instructions will require the exercise identification, IAW (1), at the beginning of the text, and concluding with “EXERCISE, EXERCISE, EXERCISE.”

2.9.3. **Real or Non-exercise Traffic.** In training, there is a need to differentiate between exercise play and real events that require action outside the context of the exercise. Conventionally this is known as “real” activity. In order to highlight the differences between real and other messages, the proword NO PLAY is used. Its precise meaning is defined in the list of prowords in Attachment 3.

2.10. Radio Checks, Signal Strength and Readability:

2.10.1. A station is understood to have good signal strength and readability unless otherwise notified. Stations may request or provide reports on propagation paths and characteristics using the proword RADIO CHECK. Note that RADIO CHECK does *not* mean “how is my radio working?”

2.10.2. A station that needs to inform another of its signal strength and readability will do so by means of a short and concise report of actual reception. If conditions are satisfactory, the proper reply is ROGER. When conditions are difficult, give a brief report such as WEAK BUT READABLE, LOUD BUT DISTORTED, WEAK WITH INTERFERENCE, etc. Reports such as “five by five,” “four by four,” “Lima Charlie,” etc., will not be used to indicate strength and quality of reception. In addition, other words and phrases can be added to communicate an unusual reception condition – example: “picket fencing” or “multipath distortion” – but care should be taken to use the prescribed words for signal reports.

2.10.3. The examples of signal reports listed below are for use when initiating and answering queries concerning signal strength and readability:

2.10.3.1. General:

RADIO CHECK: “What is my signal strength and readability; how do you hear me?”

ROGER: “I have received your message satisfactorily and understood.” The omission of comment on signal strength and readability is understood to mean that reception is loud and clear. If reception is other than loud and clear, it must be described with the signal reports for (2) and (3) below.

NOTHING HEARD: May be used when no reply is received from a called station during full procedures. When using abbreviated procedures the calling station may simply give its call sign and OUT.

2.10.3.2. Report of Signal Strength:

LOUD: Your signal is very strong.

GOOD: Your signal strength is good.

WEAK: Your signal strength is weak.

VERY WEAK: Your signal strength is very weak.

2.10.3.3. Report of Readability:

CLEAR: The quality of your transmission is excellent.

READABLE: The quality of your transmission is satisfactory.

UNREADABLE: The quality of your transmission is not satisfactory.

DISTORTED: Having trouble reading you due to interference.

WITH INTERFERENCE: Having trouble reading you due to interference.

2.10.4. Example:

Charter Oak 34 desires a radio check with Charter Oak and transmits:

Charter Oak – THIS IS Charter Oak Tree Foh-wer — RADIO CHECK – OVER

All stations of the collective call hear Charter Oak 34 loud and clear except Charter Oak 26 and Charter Oak 38. The replies of each station, in order, are:

THIS IS – Charter Oak Wun Tree – ROGER – OVER

THIS IS – Charter Oak Too Six – READABLE – OVER

THIS IS – Charter Oak Tree Ait – WEAK WITH INTERFERENCE – OVER

THIS IS – Charter Oak Six Nyn-er – ROGER – OVER

THIS IS – Charter Oak Sev-en Ait – ROGER – OVER

THIS IS – Charter Oak Nyn-er Fyfe – ROGER – OVER

Charter Oak 34 indicates its reception of each of the called stations was loud and clear except for Charter Oak 26, which was distorted, and Charter Oak 38, which was not heard, by replying:

THIS IS – Charter Oak Tree Foh-wer – ROGER – Charter Oak Too Six DISTORTED – Charter Oak Tree Ait – NOTHING HEARD – OVER

In the event Charter Oak 34 hears all stations loud and clear, the reply would have been:

THIS IS – Charter Oak Tree Foh-wer – ROGER – OUT

2.11. Maintaining Records. Station logs, including the complete text of formal messages, are kept for a minimum of 6 months. However, logs and formal messages that include mission activity must be maintained IAW CAPR 10-2 *Files Maintenance and Records Disposition* and may be stored with consolidated mission files. See paragraph 1.11. of this regulation and CAPR 100-1, paragraph 7.6. for more details.

2.12. Prohibited Operating Practices. The following prohibited operating practices apply to operation of all CAP stations:

2.12.1. Identifying operators by name and/or rank over the air.

2.12.2. Personal conversation unrelated to CAP business.

2.12.3. Use of given names, nicknames, or vanity words in place of authorized call signs or functional designators.

2.12.4. Excessive tuning and testing, particularly when it interferes with other communication in progress.

2.12.5. Profane, indecent, or obscene language.

2.12.6. Use of excessive transmitter power output.

2.12.7. Interruption of scheduled net activities in progress.

2.12.8. Transmitting in a directed net without permission of the Net Control Station (NCS).

2.12.9. Leaving a directed net without the permission of the NCS, except in emergency situations or equipment/propagation failure. See paragraph 3.6. for proper procedure.

2.12.10. Use of locally created pro-words, or agency codes from other services such as law enforcement 10-codes and “signal” codes, Q-Codes or other amateur radio terminology, and other shorthand terminology not in this regulation.

2.13. Message Center Stations. Each wing and region designates a station or stations to serve as Message Center Stations (MCS). MCSs serve as the primary contact station for traffic from outside the wing/region, and are responsible for passing traffic between levels of the overall CAP Communications system. The duty may be handed off among stations, as needed, to ensure availability. See the National Communications Plan on the Communications section of eServices for details.

Chapter 3 - NET OPERATING PROCEDURES

3.1. Directed Net Procedures. In accordance with ACP 125(F), the use of procedures as prescribed herein shall be followed when opening a Directed Net for the first time or when reopening a net. Proper control by the net control station (NCS) and adherence to operating rules by all stations within the net enable the net to begin and maintain an exchange of traffic with minimum delay. Attachment 4 contains a sample NCS script.

Example:

At a designated time or when ready to establish the net, Patriot 4 transmits:

PATRIOT, THIS IS – Patriot FOH-WER – OPENING A DIRECTED NET – ROLL CALL FOLLOWS, LIST YOUR TRAFFIC IN ORDER OF PRECEDENCE.

Here the collective call sign PATRIOT indicates whose net it is, then the call sign of the station acting as the net control station. Do not identify the organization, state/location, or mode of operation. See paragraph 3.4.3. for more information on collective calling.

The default mode for all nets is abbreviated procedures. The NCS may direct full procedures, if required by propagation conditions. Regardless, stations wishing to call other stations in a directed net must first receive permission from NCS. Once the net has been established, it will normally function using abbreviated procedures as follows. The NCS may, however, order the net to revert to full procedures as dictated by the prevailing conditions, operator loads, or at other times when required for mission accomplishment.

3.1.1. **Abbreviated Procedures.** The proword THIS IS will normally be omitted from all calls.

Examples:

Peace Garden Nyn-er Too – One IMMEDIATE message and one ROUTINE message for you – OVER

Diamond Flight Six – OVER

Free State Ait Wun – ROUTINE traffic for Charter Oak Nine Two – OVER

Blue Mound Six Nyn-er – PRIORITY traffic for Aspen Gold Nine Five – OVER

Yosemite Sev-en Ait -- OVER

Aspen Gold Nyn-er Fife – OVER

3.1.2. **Full Procedure.** With full procedure, the use of prowords that were previously optional becomes mandatory. If, when establishing the net, the NCS judges that conditions are such that the use of abbreviated procedure will cause unnecessary repetitions, the NCS orders the use of full procedure.

Examples:

Once the net has been established, the NCS transmits:

Patriot – THIS IS – Patriot Foh-wer – USE FULL PROCEDURE – OVER

Each subordinate station then answers in the order called with their full call sign, indicating traffic on hand:

THIS IS – Peace Garden Nin-er Too – One IMMEDIATE and one ROUTINE for you – OVER

THIS IS – Diamond Flight Six – No Traffic – OVER

THIS IS – Free State Ait Wun – ROUTINE for Charter Oak Nin-er Too – OVER

THIS IS – Blue Mound Six Nin-er – PRIORITY for Aspen Gold Nin-er Fife – OVER

THIS IS – Yosemite Sev-en Ait – No Traffic – OVER

THIS IS – Aspen Gold Nin-er Fyfe – No Traffic – OVER

Patriot Four then informs the stations that their transmissions have been heard and commences to clear traffic in order of precedence:

THIS IS – Patriot Foh-wer – ROGER – Peace Garden Nyn-er Two – Send your IMMEDIATE Message – OVER

After Peace Garden Nine Two completes its IMMEDIATE to Patriot Four, the NCS orders the station with the next highest precedence message to transmit its message:

Blue Mound Six Nyn-er – THIS IS – Patriot Foh-wer – Send your PRIORITY – OUT

3.2. Break-in Procedure. A station having a very urgent message of higher precedence than the transmission in progress may break in by saying the precedence three times and thus suspend that transmission in the following circumstances:

3.2.1. **FLASH.** Break in at once, announce the traffic and either transmit the message or call the destination station immediately. If appropriate, sending stations may use the proword DO NOT ANSWER. NHQ/DOK may publish additional guidance for handling FLASH traffic.

3.2.2. **IMMEDIATE.** May break in at once and pass the message. A preliminary call may be made before transmitting the message, if necessary. On a directed net, approval to transmit the message must be obtained.

3.2.3. **PRIORITY.** As for IMMEDIATE except that only long ROUTINE messages will be interrupted. Note: Break-in procedure will not normally be employed during the transmission of other formal traffic.

3.3. Roll Calls and Ops Normal Checks. During extended net operations, such as mission or contingency nets, it may be necessary to confirm the status of stations. This is done with roll calls and Ops Normal checks.

3.3.1. Roll calls may be initiated by the NCS anytime confirmation is required that stations are still in service and available for traffic. The NCS may call each of the previously checked-in stations, to confirm their status or continued availability to handle traffic, or may conduct the roll call in the form of a new round of check-ins.

3.3.2. Ops Normal checks are initiated by the reporting station to report current status and location. Such reports are made for both Safety and mission management purposes. Typically Ops Normal reports are required based in a schedule set by the NCS or CUL, however Ops Normal check should also be initiated by the reporting station whenever its status changes, such as “entering search grid.”

3.4. Calling:

3.4.1. **Full or Formal Call.** The full or formal call starts with the call sign of the station being called, followed by the prowords "THIS IS," and then the call sign of the station and the proword "OVER." (Example "SANDLAPPER FOUR THREE THIS IS MOCKINGBIRD ONE ONE, OVER.")

3.4.2. **Abbreviated Call.** When replying to a call, it is not necessary to use the call sign of the station initiating the contact. For brevity when conditions are good, particularly on large nets, stations may omit the proword THIS IS when calling or receipting for a transmission.

3.4.2.1. When two stations are in continuous communication with each other on a net not shared by a third station, the call signs may be omitted entirely after the initial call, provided no confusion would result. This provision may apply to any two stations within the same net, which are in continuous communications with each other. However, in either of the foregoing instances, the requirement for periodic identification as set forth in appropriate national regulations must be adhered to, as far as possible.

3.4.2.2. An aeronautical station may acknowledge by transmitting the identification of the aircraft.

3.4.3. **Collective Call.** Collective calls are used to call all stations in a given net. For region, wing, and squadron nets, the collective call is the respective region or wing tactical call sign. Those who act as net control or alternate net control stations normally use the collective call of the net to refer to the net as a whole, but not to subsections of the net. The collective call is typically used for the initial call from the NCS as well as for the initial call from each ANCS.

3.4.4. **Multiple Call.** The multiple call is employed when a calling station has subject matter to bring to the attention of more than one station. (Example -"SANDLAPPER FOUR TREE, MOCKINGBIRD ONE ONE, WILDWOOD FOUR FYFE, THIS IS JEFFERSON TWO TWO, OVER.")

3.4.5. **Nothing Heard.** After a station is called twice with no response, the station calling ends the call with the phrase, "NOTHING HEARD, OUT." This tells other stations monitoring that the channel or frequency is no longer in use.

3.5. Check-ins. Stations and operators checking in to a net are indicating that they are ready and willing to accept traffic from the NCS or other station on the net. In cases where multiple operators are using the same radio, each shall check-in individually. Operators shall not relay check-ins from other communication channels, such as from VHF or telephone because those channels would receive traffic by relay, not by initial reception from another station on the net.

3.6. Closing Down:

3.6.1. Once having checked in, no station is to close down without prior permission from the NCS. In the event the situation on frequency has deteriorated and the requesting station cannot contact the NCS or be relayed, then the operator may close station because they are unable to continue to participate in the net.

3.6.2. The NCS orders the net or subordinate stations to close down. He or she may do this by means of the proword CLOSE DOWN. If appropriate, the order may be relayed by one or more ANCS stations, to ensure that all net participants receive the order. Do not list the number of stations participating or acknowledge that another net follows.

Example A: Closing the net down.

Blue Mesa 4 orders the close down of the net using the proword CLOSE DOWN:
THIS IS – Blue Mesa, Blue Mesa 4 – CLOSE DOWN now – OUT

Example B: Requesting and closing down a station

Mockingbird 4 - THIS IS – High Plains 6 – request CLOSE DOWN – OVER

If permission is granted, the NCS replies:

THIS IS Mockingbird 4 ROGER – OVER

High Plains 6 acknowledges:

High Plains 6 – CLOSE DOWN now – OUT

Note: After the NCS announces the net "Close Down Now", individual stations do not announce their individual CLOSE DOWN.

3.7. Contingency Net Procedures. Contingency nets are conventional voice nets alerted in advance and operating in case conditions develop under which relay of traffic may be necessary (see paragraph 1.9.1.4.).

3.7.1. Contingency nets may be established by any communications staff member with knowledge of communications requirements.

3.7.1.1. Where timeliness allows, contingency nets should be coordinated in advance with the region DC and/or National Headquarters.

3.7.1.2. Prospective participants in the net may be alerted via radio, telephone, Internet, or any other appropriate channel. Communications managers may use the CAP-DC listserv to request contingency net support from other wings and regions, as needed.

3.7.2. Contingency nets may operate on channels appropriate to the scope and ops tempo of the mission, including region HF channels and National Reserve Channels. In addition, if resources permit, simultaneous coordinated contingency nets may be operated on multiple channels to allow stations at different distances to participate and to allow the nets to adapt to changes in propagation.

3.7.3. During contingency net operation, Net Control Stations should conduct regular roll calls and calls for additional check-ins, such as every 30 or 60 minutes. This allows the NCS to reconfirm assets available for relay of messages, in case changes in propagation or other circumstances have caused a station to leave the net without formally checking out.

3.7.4. Between roll calls, the NCS may use discretion in allowing free net or retaining directed net procedures.

3.8. “Final Net” in memory of CAP Communicators. Attachment 5 provides a script which may be used for a “final net” recognition of Civil Air Patrol communicators who have died. A final net ceremony may be performed for any member with a CAP call sign.

Chapter 4 - FORMAL MESSAGE PROCEDURES

4.1. Passing/Delivering Message Traffic. The primary reason for any CAP voice net is the passing of message traffic. There are two kinds of message traffic, formal (written) and informal (conversation or verbal). Whether formal or informal, whether it is real or for training purposes, message handling is the reason for the net structure, discipline, and operation. The entire system is dependent on the requirement that once received, each message must be delivered to all addressees. A message that is not delivered fails the mission and responsibility of the CAP communications system. Every caution must be taken and effort must be made to ensure that messages are delivered in a timely and efficient manner. Attachment 6 is a checklist for sending message traffic. The originator of a message should be prudent and economical in the choice of words that will convey the intended meaning. In addition to regular formal traffic, the following two special categories of traffic are sometimes used:

4.1.1. **Service Message.** A service message is formal traffic between communications personnel at different stations pertaining to any phase of traffic handling, communications facilities, or circuit conditions. Most often, the service message is sent back to an earlier station in the relay chain, such as to report that a message is undeliverable, to confirm accuracy of the text or a group count, or to report anything else a previous station in the chain needs to know. When necessary, a service may be sent to the originator of a message. In that case, the message is identified by the Precedence, Date-Time-Group (DTG), and To lines of the Header.

Example 1: Notification to previous station

(Use appropriate header)

BREAK. TEXT FOLLOWS. SERVICE. YOUR MESSAGE 147 CANNOT BE DELIVERED. FIND ALTERNATIVE ROUTING. BREAK.

Example 2: Notification to originator

(Use appropriate header)

BREAK. TEXT FOLLOWS. SERVICE. REFERENCE YOUR ROUTINE 052142Z FEB15 TO NCR/CC, CONFIRM TEXT AS UG64S KHE72 D847T 5472Y. BREAK.

4.1.2. **Coded Groups.** CAPF 105A should be used when a message consists of coded groups. In accordance with paragraph 1.6.1., locally-generated codes and code groups are not authorized.

4.2. Formal Messages. A CAPF 105, *CAP Radio Message Form*, is divided into three main parts: the message header, the message text, and the message ending. For brevity, messages are usually referenced in-station or on-the-air by message number. However, the formal identity of a message is defined by the full header. If the message is preformatted using an alternative message form, such as the CAPF 105A, the operator should identify the preformatted message type before transmitting the message to allow operators to prepare a blank preformatted message form.

4.2.1. **The Message Header.** The header includes the Precedence, Date-Time-Group, From, To, and Group Count lines. Optional lines are Info and Subject. Note that the Message Number (see paragraph 4.2.6. below) is no longer considered to be part of the message header. The order of the message header is:

4.2.1.1. **Precedence.** The precedence is set by the originator of the message, on whose behalf the message is transmitted. Subsequent stations in the relay chain may not change the precedence.

4.2.1.2. **Date-Time-Group.** The Date-Time-Group (DTG) is assigned by the originator of the message or alternatively by the originating station. Originators should avoid sending multiple messages with identical DTGs. The DTG is made up of the day of the month, the time in Universal Coordinated Time (UTC) or Zulu (Z), the calendar month, and the last two digits of the year. For example, if you are in Central Standard Time (CST) at 1100 hours on 3 January 2015, the DTG would be "031700Z JAN 15." The "03" is the day of the month. At 1100 hours in the CST, the time difference is 6 hours (see Time Conversion Chart in Attachment 7) and is written "1700Z." Then it is followed by the three letter abbreviation of the month and the last two digits of the year, "JAN 15." It is said, "TIME 031700 ZULU January 15." NOTE: If the time is 2000 hours local time with a conversion of +6 to UTC, the time is 0200Z on the next day. This requires that the day of the DTG also be the next day (2000 hours on 3 January 15 makes a DTG of "040200Z JAN 15").

4.2.1.3. **FROM.** The office symbol or call sign of the originator of the message, typically referencing the identity of the person on whose behalf the message is first sent.

4.2.1.4. **TO.** The addressees immediately following TO are expected to take action based on the message. Addressees may be call signs, office symbols, mission functional designators, or mission staff positions. When the TO field does not include individual call signs, office designators, mission functional designators, or mission staff positions, the message is assumed to be broadcast. Broadcast messages are typically addressed to groups, such as All Communicators, all members in a given wing/region, etc. See paragraph 2.1.3.

4.2.1.5. **INFO.** The addressees immediately following INFO are addressed for information, but no action is expected from them. Communicators should make a good faith effort to deliver the message to these addressees, however practical considerations may not always make this possible, particularly in the case of a collective address such as "all members."

4.2.1.6. **SUBJ** (Subject/reference of the message). If the message is a service message, the subject should say "Service" and the DTG of the message referred to. If the message is a preformatted message, the subject states the message type. Example: Whiskey Tango.

4.2.1.7. **GROUP COUNT:** The group count indicates how many word groups are contained in the message, to allow operators to confirm whether the message they have received is of the proper length. Each group is a block of characters (letters, numbers, or punctuation) that is preceded and followed by a space in the written version of the message. The prowords I SPELL and FIGURES always indicate the beginning of a new group.

4.2.2. **BREAK.** The separation of the header and the message text is marked with the proword BREAK. This pause allows any station to request a repeat of a missed section of the message header. When the BREAK is concluded, the operator sends TEXT FOLLOWS to indicate that transmission of the message is resuming.

4.2.3. **Message Text.** The text contains the information that the originator desires to convey to the addressee(s). The text is separated from the heading and the ending by the proword BREAK. BREAK is not considered to be included in the message. It simply serves as a separation word and immediately precedes and follows the text. Since the "FROM" line contains the originator of the

message, there is no need for a signature line in the text of the message so signatures (name, grade, and/or office/duty assignment) are not used. At the end of text, BREAK or BT is used to denote the end of the text.

4.2.4. **Operator's Notes.** These notes may consist of operator comments or instructions that are appended to the message, and relayed to all subsequent stations in the delivery chain. Examples may include "do not deliver before [date/time]"; delivery instructions, such as physical address, phone number, directions; etc., where Operational Security is not violated.

4.2.5. **The Receiving Station:**

4.2.5.1. In the event "fills" or "repeats" are required, the message must NOT be acknowledged with ROGER, until the receiving station is positive that it has copied what was transmitted, 100%.

4.2.5.2. "Fills" or "repeats" will be requested from the transmitting station, via the use of the appropriate prowords.

4.2.5.3. Only AFTER the receiving station believes it has a "carbon copy" of the transmitted message, will it acknowledge receipt of that message or messages, by the use of the proword "ROGER."

4.2.6. **Message Numbers.** Because there are many messages transmitted by active stations, a referencing system must be used. The local message number is the line number in the station's message log (see paragraph 1.11. and example in Attachment 1) and is unique to each message handled by that station.

4.2.6.1. The message numbers are sequential numbers assigned by each station, documented in the station message log, and on the individual CAPF 105 form used to record the message. These message numbers serve as the tracking system for incoming and outgoing messages. Example – if you find a message to be undeliverable, you notify the station from which you received the traffic that their message number XXXX is undeliverable and they should seek alternative routing. This allows the operator to find the affected message quickly in the station message files.

4.2.6.2. The first station to handle a message (the originating station) assigned the first message number. When the message is transmitted to the next station, that original message number is included as part of the message (see example in Attachment 6). The receiving station annotates the previous station's message number and assigns the next sequential local message number in the message log.

4.2.6.3. Messages are first identified by the local message number of the station in question, i.e. the message number assigned by each station upon receipt. The reference is the sending station's local message number and call sign. For example, "Reference your message number 1-4-7." The message number of the originator is not retained beyond the first relay station, so referencing the originator consists of the precedence and the full header of the message. See paragraph 1.11.1.

4.2.7. **Handling Time.** In-station handling time may not exceed 24 hours for routine traffic, six hours for priority traffic, and one hour for immediate traffic. If in-station handling time exceeds these standards, notify the previous station in the delivery chain.

4.3. ICS Message Traffic:

4.3.1. The Incident Command System provides a framework for interagency communications. Agencies routinely operate differently during interagency communication than they do when communicating with their own units only. In most cases, liaison between CAP and units of other agencies will be performed at the ICP, or on a liaison net that is separate from CAP tactical communications. There is rarely a need for “everyone to talk to everyone” and such a communication environment in a major mission would confuse and overload communication rather than expedite it.

4.3.2. General Message ICS FORM 213-OS may be used when exchanging record message traffic with other agencies using ICS protocol for tactical messages. However, when interagency record traffic is not required, CAP operators will typically use the CAPF 105, *CAP Radio Message Form*.

4.3.2.1. **Purpose.** The ICS General Message is used by:

4.3.2.1.1. Incident personnel to record incoming messages which cannot be orally transmitted to the intended recipients;

4.3.2.1.2. Command Post and other incident personnel to transmit messages to the Incident Communications Center for transmission via radio or telephone to the addressee;

4.3.2.1.3. Incident personnel to send any message or notification to incident personnel which requires a hard-copy delivery and

4.3.2.1.4. Incident personnel to place resource orders.

4.3.2.2. **Preparation.** This form is prepared by any incident personnel needing to transmit a hard-copy message. The recipient should send a timely reply to the originator, as necessary.

4.3.2.3. **Distribution.** Upon completion, the General Message may be hand-carried to the addressee or to the Incident Communications Center for transmission. Originator retains a copy of the form. All completed original forms **MUST** be given to the Documentation Unit.

Item	Title	Instruction
1.	Incident Name	Enter the name assigned to the incident.
2.	Date & Time of Msg	Enter the date and time of message origination.
3.	To	Enter name and ICS position of message recipient.
4.	From	Enter name and ICS position of message sender.
5.	Subject	Indicate the message subject.
6.	Message	Enter Message.
7.	Reply	This section to be used by the unit/person receiving the message to reply to the message.
8.	Signature/Position	Enter name and position of person replying to this message.
9.	Date/Time of reply	Enter date (month, day, year) and time of reply (24-hour clock).

4.4. Traffic Handling. All stations operating on the various nets have a responsibility to pass any traffic received to the appropriate addressee. If unable to pass the traffic for any reason, the station must contact the sending station and advise the situation.

JOSEPH R. VAZQUEZ
Major General, CAP
Commander

**Attachment 1
Compliance Elements**

Note: There are no CI or SUI related questions for CAPR 100-3.

Attachment 2 Sample Message Log

MESSAGE LOG

Month: DEC 14

TX #	RX #	MSG DTG	RX FROM	RX TIME		TX TO	TX TIME
1	7	P011032Z DEC14	AVS	011413 Z		WT	011417 Z
2	18	R051405Z DEC14	TB33	051527 Z		—	— Z
3	12	P072111Z DEC14	TB60	081426 Z		WT	081442 Z
4	9	I091428Z DEC14	TB19	091513 Z		PAT41	091612 Z
5	2	I100820Z DEC14	PAT41	101012 Z		TB19	101117 Z
6	47	R121417Z DEC14	TB33	121520 Z		—	— Z
7	58	P141414Z DEC14	TB65	141509 Z		WT	141512 Z
8	29	P151428Z DEC14	TB51	152511 Z		TXCAP4	151807 Z
9	16	P161219Z DEC14	TB39	161517 Z		BM128	161522 Z
10	4	P170910Z DEC14	GL44	171919 Z		WT	171921 Z
11	112	R191405Z DEC14	TB33	191529 Z		—	— Z
12	8	P221706Z DEC14	TB29	221949 Z		WT	221953 Z
13				Z			Z
14				Z			Z
15				Z			Z
16				Z			Z
17				Z			Z
18				Z			Z
19				Z			Z
20				Z			Z
21				Z			Z
22				Z			Z
23				Z			Z
24				Z			Z
25				Z			Z

Attachment 3 Block Printing

 ALPHA (AL-FAH)	 BRAVO (BRAH-VOH)	 CHARLIE (CHAR-LEE)	 DELTA (DELL-TAH)	 ECHO (ECK-OH)
 FOXTROT (FOX-TROT)	 GOLF (GOLF)	 HOTEL (HOH-TELL)	 INDIA (IN-DEE-AH)	 JULIET (JEW-LEE-ETT)
 KILO (KEE-LOH)	 LIMA (LEE-MAH)	 MIKE (MIKE)	 NOVEMBER (NO-VEM-BER)	 OSCAR (OSS-CAH)
 PAPA (PAH-PAH)	 QUEBEC (KEH-BECK)	 ROMEO (ROW-ME-OH)	 SIERRA (SEE-AIR-RAH)	 TANGO (TANG-GO)
 UNIFORM (YOU-NEE-FORM)	 VICTOR (VIK-TAH)	 WHISKEY (WISS-KEY)	 XRAY (ECKS-RAY)	 YANKEE (YANG-KEY)
 ZULU (ZOO-LOO)	 WUN	 TOO	 TREE	 FOH-WER
 FYFE	 SIX	 SEV-EN	 AIT	 NYN-ER
		 ZEE-ROH		

Attachment 4 PROWORDS

Proword	Explanation
<i>AFFIRMATIVE</i>	You are correct, OR, what you have transmitted is correct. Yes.
<i>ALL AFTER</i>	The portion of the message to which I have reference is that portion which follows _____.
<i>ALL BEFORE</i>	The portion of the message to which I have reference is that portion which precedes _____.
<i>ASSUME CONTROL</i>	You will assume control of this net until further notice.
<i>BREAK</i>	I hereby indicate the separation of the text from all other portions of this message.
<i>CLOSE DOWN</i>	Individual stations or entire nets are to close down when indicated.
<i>CORRECT</i>	You are correct. That is correct.
<i>CORRECTION</i>	An error has been made in this transmission. Transmission will continue with the last word correctly transmitted.
<i>DISREGARD THIS TRANSMISSION, OUT</i>	This transmission is in error. Disregard it. (This proword will not be used to cancel a message that has been transmitted and receipted for by the receiving station.)
<i>DO NOT ANSWER</i>	Stations called are not to answer this call, receipt for this message or otherwise transmit in connection with this transmission. The proword OUT will end the transmission.
<i>EXEMPT</i>	The addressees immediately following are exempted from the collective call. The addressees following are exempt from receiving this message.
<i>FIGURES</i>	A group of one or more characters, the first of which is a numeral, follows. Indicates the beginning of a new word group.
<i>FLASH</i>	This message has a precedence of FLASH.
<i>FROM</i>	The originator of the message immediately follows.
<i>GROUPS</i>	The group count of the message follows.
<i>IMMEDIATE</i>	This message has a precedence of IMMEDIATE.
<i>INFO</i>	The addressees immediately following are addressed for information only. No action is required of them.
<i>I READ BACK</i>	The following is in response to your request to read back.
<i>I SAY AGAIN</i>	I am repeating the transmission, or the portion you need repeated.
<i>I SPELL</i>	A group of one or more characters, the first of which is a letter, follows. Indicates the beginning of a new word group.
<i>I VERIFY</i>	That which follows has been verified per your request (to be used only as a reply to a VERIFY request).
<i>MESSAGE</i>	A message that requires recording is about to follow (transmitted immediately after the call). It is intended for use on tactical nets.
<i>MORE TO FOLLOW</i>	I have more messages, traffic, or information for you.
<i>NEGATIVE</i>	Not received. No.
<i>NO PLAY</i>	During Exercises the words No Play are used to distinguish real activity from the exercise activity.
<i>NOTHING HEARD</i>	To be used when no reply is received from a call.
<i>NUMBER</i>	This station message number, in numerals, follows.
<i>OUT</i>	This is the end of my transmission to you and no answer or reply is required or expected.
<i>OVER</i>	This is the end of my transmission to you and an answer is required or expected.
<i>PRIORITY</i>	This message has a precedence of PRIORITY.
<i>RADIO CHECK</i>	Report the signal quality and strength of the path between our stations. If both are good, reply with the single proword ROGER. Otherwise give a brief report such as "weak, barely readable."
<i>READ BACK</i>	Repeat this transmission back to me exactly as received.
<i>RELAY (TO)</i>	Transmit this message to all addressees immediately following this proword.
<i>ROGER</i>	I have received your message satisfactorily and understood.
<i>RELAY THROUGH</i>	Relay your message through _____.
<i>SAY AGAIN</i>	Repeat the indicated portion of the message.

Attachment 4 PROWORDS (Continued)

<i>TEXT FOLLOWS</i>	Following a BREAK, use of TEXT FOLLOWS indicates that transmission of the message resumes.
<i>THROUGH ME</i>	Relay your message through me.
<i>UNKNOWN STATION</i>	The identity of the station I am trying to contact is unknown (used in place of that station's call sign).
<i>USE ABBREVIATED PROCEDURE</i>	Because conditions are satisfactory, all stations are to use abbreviated procedure until further notice.
<i>USE FULL PROCEDURE</i>	As conditions are not satisfactory all stations are to use full procedures
<i>VERIFY</i>	Verify entire message (or portion indicated) with the originator and send the verified version (used by receiving station).
<i>WAIT</i>	I must pause for a few seconds. Standby. Do not transmit. Wait for me to continue with my transmission (the proword OUT is not used).
<i>WAIT OUT</i>	I must pause for more than a few seconds. This contact is terminated until I call you again. The net can continue.
<i>WILCO</i>	I have received, and understood, and will comply. (Note: Since the meaning of the proword ROGER is included; the two prowords are not used together.)
<i>WORD AFTER</i>	The word to which I have reference is that which follows _____.
<i>WORD BEFORE</i>	The word to which I have reference is that which precedes _____.
<i>WRONG</i>	Your last transmission was incorrect. The correct version is _____.

Attachment 5 Net Script

The following example uses the collective call “TRIBLADE.” For region, wing, and squadron nets, the collective call is the respective region or wing tactical call sign.

NCS SCRIPT

TRIBLADE. This is TRIBLADE ____ opening / continuing this net session.

This is a directed net using abbreviated procedures.

Are there any stations with traffic?

Are there any relays from stations with traffic?

The net is holding traffic for (specific addressees). Can any station accept this traffic?

The net is also holding (broadcast traffic). If you need this traffic, notify net control when you check in. [At the discretion of the NCS, Priority and higher precedence traffic may be handled immediately or after the roll call.]

Roll call follows: [Stations check in by giving call sign only, but may add statements of needed traffic]

[After roll call, NCS may handle traffic, declare a free net, or close the net. Mission nets may be directed or free, at the discretion of the NCS and CUL.]

(Net Closure)

This is TRIBLADE _____. Close down now.

ANCS SCRIPT [if necessary for ANCSs to relay for NCS]

TRIBLADE, TRIBLADE this is TRIBLADE _____.

The net is holding _____(traffic)_____.

Calling for check-ins from <geographic area><region name><any station> etc.

The net is moving to [designator].

CLOSE DOWN now.

Notes:

Use the collective call of the net any time you would otherwise use “all stations.”

Stations receiving formal traffic should use the proword “ROGER” to indicate that they have copied the message accurately, except that “ROGER” may not be necessary for broadcast traffic. See paragraph 2.1.3 and 4.2.1.4.

Attachment 6 “Final Net” In Memory of CAP Members

“Final Net”
 In Memory of
 Civil Air Patrol Members

Note: This ceremony would typically be held at the conclusion of the appropriate net, such as the net on the day of the memorial service, or the next net after the funeral or memorial service.

[Net collective call], this is [NCS call sign]. [Net collective call], this is [NCS call sign].

(Deceased member’s CAP call sign), this is Net Control. (Wait briefly)

All stations, this is Net Control.

Funeral services were conducted (this morning, last evening, yesterday afternoon, etc.) for _____(Rank; name; current, recent, or most prominent past duty assignment)_____ who passed away on _____(Date)_____. (Adjust wording as appropriate)

In honor of (his/her) many years of service to the following units.....

(List squadrons, wings, regions, etc.).....

.....please recognize a minute of silence. Wait Out. (Wait 60 seconds)

[Net collective call], this is [NCS call sign]. ____ (Rank, name, call sign)__, has Closed Down. May he/she rest in peace.

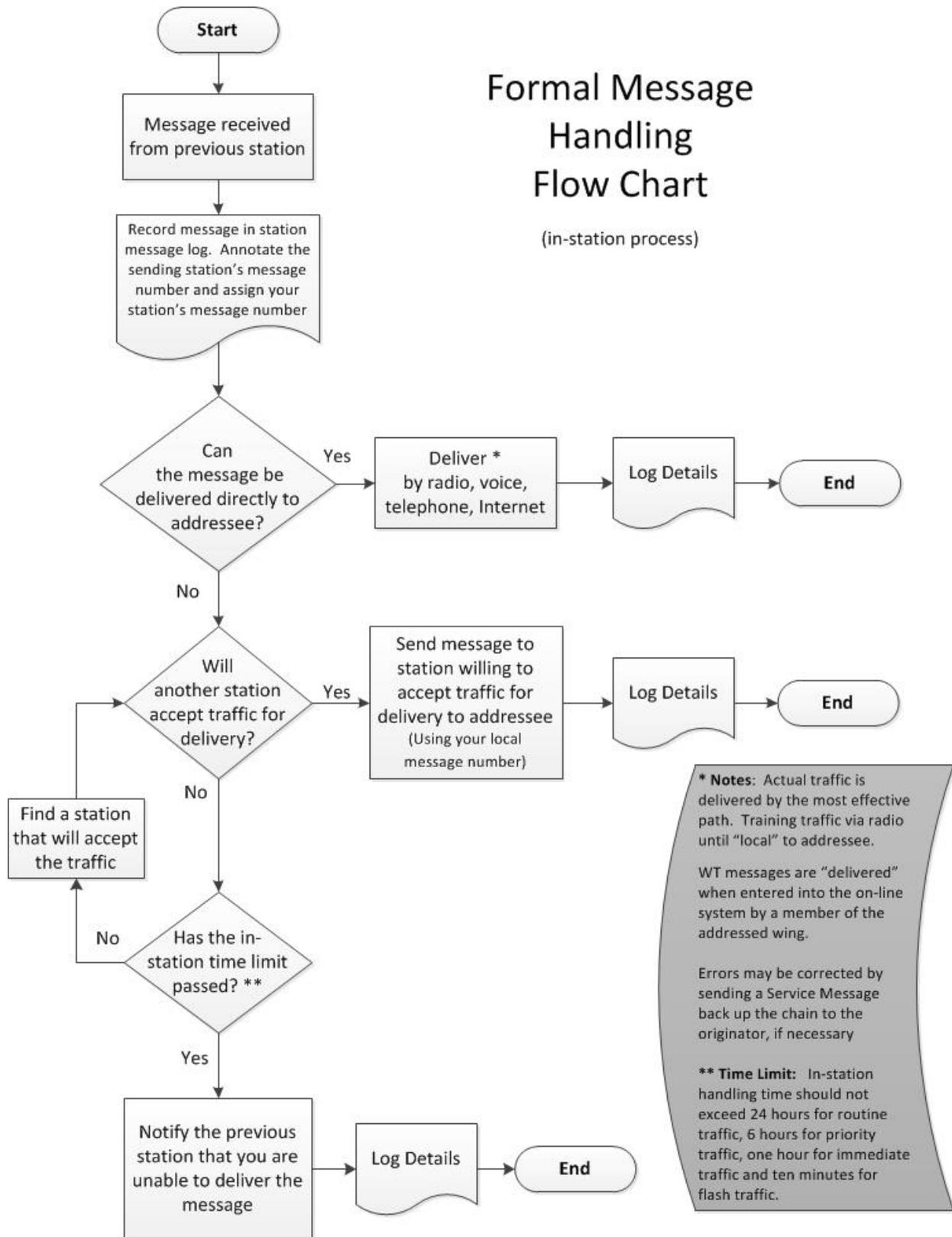
[Net collective call], this is [NCS call sign]. Close Down now.

Attachment 7 Message Passing Checklist

Message element in CAP messages will be ordered as follows:

1. The call sign(s) of the station(s) called.
2. The proword *THIS IS*.
3. The call sign of the sending station (your call sign).
4. The proword *MESSAGE*.
5. The proword *NUMBER*, followed by a number, assigned by your station, indicating the sequential order in which the message was received.
6. The precedence (PRIORITY, ROUTINE, IMMEDIATE).
7. The proword *TIME* followed by the six digit DTG, the proword *ZULU*, the month (three letter abbreviation) and the last two digits of the year (ddhhmmZ MMM YY).
8. The proword *FROM* and the originator's information (office symbol or call sign, functional designator, etc.).
9. The proword *TO* [action addressee] and the recipient's information (office symbol or call sign, functional designator, etc.).
10. The proword *INFO* [non-action addressee(s)] and the recipient's information (this element is optional).
11. The subject of the message (this element is optional).
12. The proword *GROUPS* with number indicating the number of groups in the text of the message.
13. The proword *BREAK* (to notify the receiving station that this is the end of the header, followed by a pause to allowing receiving stations to ask for a SAY AGAIN).
14. The proword *TEXT FOLLOWS* (to notify the receiving station that the text of the message will be transmitted immediately following).
15. The text of the message. If the message is a service message, the first word of the body text is "Service."
16. The proword *BREAK* (to notify the receiving station that the text is complete).
17. Any operator notes.
18. WAIT for poll of receiving stations (if message is received for relay by multiple stations).
19. The proword *OVER* or *OUT*.

Attachment 7 Message Passing Checklist (Continued)



Attachment 8 Time Conversion Chart

UTC (ZULU)	EASTERN		CENTRAL		MOUNTAIN		PACIFIC	
	Standard	Daylight	Standard	Daylight	Standard	Daylight	Standard	Daylight
0000Z	1900	2000	1800	1900	1700	1800	1600	1700
0100Z	2000	2100	1900	2000	1800	1900	1700	1800
0200Z	2100	2200	2000	2100	1900	2000	1800	1900
0300Z	2200	2300	2100	2200	2000	2100	1900	2000
0400Z	2300	0000	2200	2300	2100	2200	2000	2100
0500Z	0000	0100	2300	0000	2200	2300	2100	2200
0600Z	0100	0200	0000	0100	2300	0000	2200	2300
0700Z	0200	0300	0100	0200	0000	0100	2300	0000
0800Z	0300	0400	0200	0300	0100	0200	0000	0100
0900Z	0400	0500	0300	0400	0200	0300	0100	0200
1000Z	0500	0600	0400	0500	0300	0400	0200	0300
1100Z	0600	0700	0500	0600	0400	0500	0300	0400
1200Z	0700	0800	0600	0700	0500	0600	0400	0500
1300Z	0800	0900	0700	0800	0600	0700	0500	0600
1400Z	0900	1000	0800	0900	0700	0800	0600	0700
1500Z	1000	1100	0900	1000	0800	0900	0700	0800
1600Z	1100	1200	1000	1100	0900	1000	0800	0900
1700Z	1200	1300	1100	1200	1000	1100	0900	1000
1800Z	1300	1400	1200	1300	1100	1200	1000	1100
1900Z	1400	1500	1300	1400	1200	1300	1100	1200
2000Z	1500	1600	1400	1500	1300	1400	1200	1300
2100Z	1600	1700	1500	1600	1400	1500	1300	1400
2200Z	1700	1800	1600	1700	1500	1600	1400	1500
2300Z	1800	1900	1700	1800	1600	1700	1500	1600

Attachment 8 – Time Conversion Chart (Continued)

Non-CONUS Wings

UTC (ZULU)	ATLANTIC	ALASKAN		HAWAII-ALEUTIA (No Daylight Savings in Hawaii)	
	Standard	Standard	Daylight	Standard	Daylight
0000Z	2000	1500	1600	1400	1500
0100Z	2100	1600	1700	1500	1600
0200Z	2200	1700	1800	1600	1700
0300Z	2300	1800	1900	1700	1800
0400Z	0000	1900	2000	1800	1900
0500Z	0100	2000	2100	1900	2000
0600Z	0200	2100	2200	2000	2100
0700Z	0300	2200	2300	2100	2200
0800Z	0400	2300	0000	2200	2300
0900Z	0500	0000	0100	2300	0000
1000Z	0600	0100	0200	0000	0100
1100Z	0700	0200	0300	0100	0200
1200Z	0800	0300	0400	0200	0300
1300Z	0900	0400	0500	0300	0400
1400Z	1000	0500	0600	0400	0500
1500Z	1100	0600	0700	0500	0600
1600Z	1200	0700	0800	0600	0700
1700Z	1300	0800	0900	0700	0800
1800Z	1400	0900	1000	0800	0900
1900Z	1500	1000	1100	0900	1000
2000Z	1600	1100	1200	1000	1100
2100Z	1700	1200	1300	1100	1200
2200Z	1800	1300	1400	1200	1300
2300Z	1900	1400	1500	1300	1400