

COMMUNICATIONS PLAN

The purpose of this plan is to define the tasks, structure, processes and requirements of the Southeast Wisconsin Group, Wisconsin Wing Radio Communications Plan.

A. Introduction

1. Mission - It is the mission of the Southeast Group of the Wisconsin Wing Radio Communications System to provide support in executing the missions of the Civil Air Patrol.

2. Objectives - To provide commanders with a reliable and efficient method of controlling and directing CAP resources under normal and emergency conditions.

3. Definitions

ANCS	Alternate Net Control Station.
Flash	Highest precedence concerns national security.
Gazetteer	Commercial map - Wisconsin.
LAN's	Local Area Networks.
LMR	Land Mobile Radio (VHF-FM)
Precedence	Indicates message importance as determined by sender.
Priority	Important or time sensitive traffic- higher than routine.
REDCAP	Mission related traffic - higher precedence than routine.
Routine	Administrative traffic - lowest precedence.
Topology	Map of system interconnections.
UCT	Universal Coordinated Time - same as GMT or Zulu.
Immediate	Precedence second to Flash.
WWV	Bureau of Standards radio station transmitting accurate time in UCT.

4. Responsibility For Excellence. Communications officers, operators, managers and technicians have a responsibility to provide the best communications service possible. Our members and the organizations we support need and expect accurate and professional service.

B. Operational Voice System

1. Voice Network Structure

a. National/Region HF. The voice radio network structure is geographically based. The top level of the radio structure is a high frequency (HF) network consisting of the Great Lakes Region NCS, the ANCS, region staff stations, and wing stations in the region. Wisconsin Wing is connected to this network by a primary and an alternate station listed in the wing communications directory.

b. Wisconsin Wing HF. The next level is the Wisconsin Wing HF network. It is composed of the WINCS, the ANCS, wing staff stations, group stations, and local unit stations. Wisconsin Wing is divided into six groups. These are:

- North West Group
- North Central Group
- North East Group
- East Central Group
- South East Wisconsin Group
- South West Group

c. HF to VHF Link. Southeast Wisconsin Group will have a station and possibly an alternate capable of HF and VHF operations. These stations will move traffic between the HF and VHF networks in their area.

d. VHF Network. The third level of communications is the local area network. This is a VHF network based on VHF-FM repeater locations. This network is made up of local NCS's, ANCS's, local unit stations.

2. Voice Network Operation.

a. Directed Networks. Network Operations may be Open, Directed or Free. A Directed net is a net under the control of a NCS or an ANCS. Stations answer when called and do not call unless directed to by the NCS or ANCS. These nets may be scheduled operational nets or emergency nets. The NCS or ANCS has the authority to allocate time to stations for traffic transmission. They also have the authority to impose radio silence and operate as wing monitoring

stations. A NCS/ANCS conducting regular or emergency operations has this authority. However, during an emergency, the mission traffic and net have priority over regular operations.

b. Free Networks. A Free net is the same as a directed net except the NCS or ANCS authorizes stations to transmit to other stations without obtaining prior permission. This does not relieve the NCS or ANCS of their responsibility to maintain circuit discipline.

c. Open Networks. An open net exists whenever a directed or free net does not exist. Before a NCS or ANCS conducts a net they must verify their clock against a known standard such as WWV (on 5, 10, 15, or 20 Mhz) or the telephone company.

3. Local Net Control Stations (VHF Repeaters)

a. Duty. A local NCS is a member of a local unit with the ADY of local net control. The local NCS manages the local network operations and ensures that messages are moved between the wing system and the local units.

b. The duties of a local NCS include:

- conducting VHF network operations.
- scheduling and assigning local alternate net control stations.
- assigning local message numbers.
- coordinating local exercises.
- monitoring local operations.

4. Radio Station Operators (RO). The individual radio station operator provides the link between the communication system and the members. The RO must deliver messages immediately. If this is not possible the RO should reroute the message to the addressee. During nets, the RO relays messages between station echelons when necessary.

C. Emergency Services Support

1. Organization. The emergency communications system is under the direction of the incident commander. This authority is often delegated to a communications unit leader (CUL) and possibly a mission net control station (MNCS). In accordance with the incident command system used by CAP, the size and scope of the mission communication staff is dependant upon the Incident Commander's operating plan.

2. Emergency Net Operations (actual or training)

a. Activation. During the initial stages of mission activation, the IC may decide to use the normal NCS's and the wing network to disseminate information about the mission and resource requirements. The IC may wish to continue to use this system for resource requisitions, mission updates, or closing data while an emergency network handles the tactical messages.

b. Operation. NCS's and ANCS's will make their operations available to IC's. During actual or training exercises, the MC or CUL may elect to use the 700 series call signs in place of normal tactical call signs. The MC or CUL will maintain a list of the call signs in use and the units, aircraft, or personnel using these calls. Mission nets are activated using a statement similar to an operational or training net.

"This is station call sign of the Wisconsin Wing opening an emergency net on say the call sign of the repeater at time in UCT. This is a free or a directed net. All stations will answer as called and indicate your status and availability. We will stand-by for any emergency traffic."

c. Alert Message. Follow the activation of the net with an alert message. The following is an example of an alert message.

Precedence: Priority
Time: (day time month year)
From: IC, Wisconsin Wing (or other)
To: Wisconsin Wing
Text: This is a REDCAP Message.
1. Southeast Wisconsin Group is activated for mission _____(number)
2. Situation
3. Area
4. CAP MC name and phone number
5. Base call sign and frequencies in use
6. Units alerted
7. Reporting instructions
8. Other

d. Mission Net. Every hour the MNCS will transmit a statement advising stations that an emergency net is in progress. The following is an example of this message.

"This is call sign, mission net control station for Wisconsin Wing. Wisconsin Wing is on REDCAP. Call sign, out."

e. Conflicts. If frequency conflicts occur, contact the transmitting stations and advise them that an

emergency net is in progress. If you cannot reach the interfering stations contact the headquarters of the station or wing involved and ask for their help. As a last resort, file an interference report, in accordance with CAPR 100-1, with WIDC.

f. De-Alert. After the suspension or close of a mission, transmit a de-alert message. The following message is an example of a de-alert message.

Precedence: Priority

Time: (day time month year)

From: MC, Wisconsin Wing

To: Wisconsin Wing

Text: This is a REDCAP Message.

1. Mission # has been closed/suspended.
2. Reason for close
3. Recall
4. Reimbursement info
5. Other.

3. Emergency Operations Radio Procedures

a. Authority to Activate Net. Net Control Stations or their alternates may conduct an emergency radio network whenever conditions warrant. The net may be established at the direction of the mission coordinator on an actual mission. The net may also be initiated without an actual or training mission. Examples of these circumstances include, but are not limited to: severe weather (such as tornadoes, winter storms, and flooding) and failure of commercial communications such as downed telephone lines. If the NCS or ANCS does not initiate an emergency net, the stations on the air may establish a free net. If traffic becomes congested, a station should take control of the net as a provisional net control station until a NCS or an ANCS is available.

b. Emergency Net Operations. In an emergency all messages will be handled as though loss of life or property were at stake. Radio stations will use every available method to quickly and reliably deliver a message. All base stations will maintain a station log. Radio stations will contact mission headquarters and report adverse weather or changes in weather conditions in their area. Radio stations that are participating in an emergency network will not secure operations without prior coordination with the MNCS. Do not leave the station unattended. Field units, aircraft and ground teams should contact mission base periodically as briefed by the headquarters staff. Other CAP stations, FAA flight service, and/or telephones should be used when outside of radio contact unless alternate instructions are received from the mission headquarters.

c. Training Identifier. All messages on a training exercise, both formal and informal, will contain the statement "This is a training exercise".

D. Training and Operational Nets

1. South East Wisconsin Group VHF-FM Net.

The South East Wisconsin Group will host a VHF-FM radio net on Friday evenings at 18:30 and Wednesday evenings at 18:30 local.

- **Procedures.** The procedures and logging form can be found on the group communications web page at: <http://home.earthlink.net/~glrwi205/id41.html>

2. The East Central Group VHF-FM Net.

The East Central Wisconsin Group is hosting a VHF-FM radio net on Monday evenings at 18:30.

3. Communications Exercises. Communications exercises will be held at the CADEX, the South Shore Frolics training weekend, AE Weekend, and other group ES training exercises if possible. If HF-SSB is being used Region and/or Wing sanctioning should be requested.