



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332


28 October 2008

MEMORANDUM FOR ALL REGION AND WING COMMANDERS

FROM: HQ CAP/CC

SUBJECT: CAPR 100-1 Interim Change Letter: Communications Special Permission Policy

Please ensure your region/wing complies with the attached guidance on how to request special permission to vary from established standards that may be required as CAP completes the narrowband transition in the coming year. It is important to note that this guidance will be incorporated into the upcoming revision of CAPR 100-1. The region deputy chiefs of staff for communication have already reviewed the CAPR 100-1 revision and we have included their feedback. Questions can be addressed to Lt Col Mike Marek's communications team by sending an email to: commpermissions@capnhq.gov.


AMY S. COURTER
Major General, CAP
National Commander

Attachment :

Communications Special Permission Interim Policy Guidance October 2008

cc:

CAP/CV/CS/EX/MD/FM/LG/EXS
CAP Senior Advisors
CAP Communications Team Leader
CAP Region DCS Communications
CAP Wing Director of Communications
CAP Wing Administrators
CAP-USAF/CC/CV/XO
CAP-USAF Region Commanders
CAP-USAF State Directors

Communications Special Permission Interim Policy Guidance October 2008

Special permissions. The guidance below is to be used to request approval to deviate from the established standards for the new, NTIA compliant narrowband repeaters and for protection of FOUO frequency information.

1. Interconnection with equipment outside the repeater as supplied. Except for standard power, antenna and grounding connections, proposals to connect repeaters to other equipment shall be approved by National Headquarters prior to implementation.

a. Following written coordination with the wing and region commanders, the director of communications shall e-mail the proposal and confirmation of the wing and region commanders' approval to: commpermissions@capnhq.gov.

b. The proposal should include justification of need, identification of the hardware proposed for connection, and connection technique.

c. Currently approved connections of existing repeaters with outside equipment will expire upon installation of narrowband repeaters. Wings must reapply to continue the variation. This also applies when older, upgradable repeaters are converted to narrowband mode.

2. Reprogramming of repeaters. Proposals to reprogram repeater frequencies, access tones, or other programmable functions shall be approved by National Headquarters prior to implementation, except for programming that sets or returns repeater parameters to those authorized by the National Repeater Coordination Group (NRCG).

a. Following written coordination with the wing and region commanders, the director of communications shall e-mail the proposal and confirmation of the wing and region commanders' approval to: commpermissions@capnhq.gov.

b. The proposal should include justification of need for the requested reprogramming.

3. Physical reconfiguration of repeaters. Proposals to permanently remove repeaters from cabinets or otherwise change the configuration in which they are shipped from the NTC shall be approved by National Headquarters prior to implementation. Temporarily disassembling repeaters for transportation does not require permission, as long as they are reassembled in their original configuration.

a. Following written coordination with the wing and region commanders, the director of communications shall e-mail the proposal and confirmation of the wing and region commanders' approval to: commpermissions@capnhq.gov.

b. The proposal should include justification of need, including building measurements and/or photographs to document the need, where appropriate.

c. Currently approved or existing non-standard repeaters configurations will expire upon installation of narrowband repeaters. Wings must reapply to continue the variation. This also applies when older, upgradable repeaters are converted to narrowband mode.

4. Approval for local technicians. Proposals for local technicians to perform maintenance on repeaters shall be approved on a case-by-case basis by National Headquarters prior to any work being done, except for standard functions limited to basic installation including connection of standard power, ground and antenna connections; fabrication of RF and grounding cables; measurement of modulation, forward and reflected power, transmitter frequency and

receiver sensitivity; and basic “housekeeping” including routine cleaning, tightening connectors, etc.

a. Following written coordination with the wing and region commanders, the director of communications shall e-mail the proposal and confirmation of the wing and region commanders’ approval to: commpermissions@capnhq.gov

b. The proposal should include justification of specific maintenance functions to be performed and the need. Proposals should document the following information:

(1) Provide Name, CAPID (if applicable), General Radiotelephone Operator's License or industry equivalent certification, and experience/qualifications of the responsible technician (or company information for commercial providers). Be sure to address how often your proposed technician has done such functions (e.g. swapping out cards, repeater duplexer tuning, etc.) in the past.

If the requested approval is for retuning/realigning the repeaters, the following additional items must be included in the request:

(2) Test/Alignment Equipment. Identify the professional grade, full feature service monitor plus spectrum analyzer with tracking generator and/or wave analyzer your technician will use. Examples are IFR, Motorola, HP, etc. Hobby grade equipment is not acceptable.

(3) Provide make, model and serial number of all test equipment used to retune/realign the repeater, and the owner of test equipment (company information if from a commercial provider). Not required if contracting with a commercial radio shop. Serial number not required if renting certified equipment.

(4) Provide documentation of calibration of the test equipment in (2) above within the last 2 years using equipment calibrated to a NIST Traceable Standard. For rental equipment or contracted service providers, a statement of the calibration standards is sufficient.

5. Release of FOUO frequencies outside of CAP. Proposals to provide CAP frequencies to repeater site owners/managers, local partner agencies, or other entities outside of CAP shall be approved on a case-by-case basis by CAP-USAF via CAP National Headquarters prior to disclosure.

a. Following written coordination with the wing and region commanders, the director of communications shall e-mail the proposal and confirmation of the wing and region commanders’ approval to: commpermissions@capnhq.gov.

b. The proposal should include justification of a need to know on the part of the proposed recipient.

c. Previously approved releases of wideband CAP frequencies to outside entities shall not apply to narrowband frequencies, so wings must reapply for approval to provide such information to outside entities.

d. When providing such frequency sensitive information, the CAP user shall state in writing that the frequency information is Department of Defense For Official Use Only (FOUO) and must be afforded a reasonable level of control.