U.S. Air Force Auxiliary
Civil Air Patrol

Constant Watch 15

Communications

Exercise Plan

01 APR 2015

Updated 16 APR 2015

1. GENERAL

NOTE: THIS OPS PLAN IS TO BE USED AS A <u>GUIDE</u>.
Each region and wing <u>must</u> develop an exercise plan in support of this exercise.
Wings should plan for members/units within their wing and regions should plan for personnel/equipment assigned to region headquarters.
Plans should be uploaded into WMIRS.

<u>A. Type of Exercise:</u>

Constant Watch 15 (CW15) is Civil Air Patrol's national level (with notice) annual communications exercise for calendar year 2015. The operational intent for this functional exercise is to exercise the communications support role of the CAP/USAF Auxiliary to provide a means of reliable, timely, and flexible radio communications with the 10 Federal Emergency Management Agency (FEMA) regions and to establish high frequency (HF) connectivity to send and receive formal message traffic in a timely manner.

This exercise has been authorized by Civil Air Patrol's National Headquarters (CAP's NHQ) director of operations.

Additionally, CW15 is designed to supplement CAP's participation in Ardent Sentry. As wings develop CW15 customized plans, wings tasked with Ardent Sentry involvement may use that scenario for messages. Additionally, wings/regions involved in Ardent Sentry may scale back their CW15 involvement based on Ardent Sentry ops tempo, which has priority.

Wings involved with Air Force operations evaluations should make a best effort to check in to CW15 nets and, if possible, relay formal messages.

Per the Multiyear Communications Training and Exercise Plan, the focus for CW15 will be the deployment and use of mobile, transportable and portable high frequency, automatic link establishing (HF/ALE) assets to establish and maintain two-way radio voice communications between the FEMA Regional Response Coordination Center (RRCC) and each wing located within that region. (See Section 21 for FEMA RRCC locations.) CW15 will also exercise the capability of wings to establish two-way voice communications and pass formal message traffic. This exercise will build upon prior years' focus areas by using at least one airborne repeater per region and the placement of an HF/ALE rapid deployment package (RDP) unit at the FEMA RRCC (or in close proximity) to establish and pass message traffic.

CW15 goals include:
Sustained operation of communications stations over a 24-hour period at region and wing level;
Deployment of RDPs in each region;
Operation using emergency power;
Accurate passing of formal message traffic; and
Participation by as many units (regions, wings, groups, squadrons and flights) as possible

During the exercise all HF stations are encouraged to provide extended radio watch on their assigned HF/ALE suite of frequencies as well as the national HF net frequencies NRB, NRC and NRD.

CW15 will require each region to coordinate planning with each of the region's wings, including each region's and wing's operations sections, to produce a coordinated operations plan in support of this exercise. Members, stations and aircraft assigned to a region headquarters may be assigned to assist in a wing's deployment. Region assets remain under the control and direction of the region according to the region plan. Regions and wings will prepare a plan, appoint an incident commander, establish flight and ground sortie release procedures, use their own Air Force assigned mission (AFAM) mission number and prepare their own e108s for reimbursement.

B. Exercise Location:
This exercise is primarily based around the geographical location of the 10 FEMA RRCC facilities, and the Commonwealth of Puerto Rico and each wing's headquarters. Units within each wing will participate in a supporting role with units deployed to or around their wing to include wing headquarters (HQ) locations. (As outlined above, regions may choose to develop a unique exercise plan or prepare a plan that supports wings within their region.)

C. Primary Dates:
Functional Exercise beginning 1900Z 15 May 2015 through 1900Z 16 May 2015

D. Alternate Dates: No alternate planned.

E. USAF Funding: To execute these funds, the National Operations Center (NOC) has created 52 new funded mission requests in CAP's Web Mission Information and Reporting System (WMIRS), one for each wing, and 8 unfunded missions, one for each region. (We do not anticipate regions needing to move resources based on the current plan for the exercise, but we do want you to be able to track your work as well in the system.)   The funded missions are A5 missions with $500 allocated to each wing plus an additional $400 for wings in which a FEMA Region HQ is located.

The unfunded region missions are B5 missions. However, if a region will be fulfilling the requirements for a wing requiring the movement of resources please contact us so we can work with the NOC and CAP-USAF to reallocate the funding and make these A5 missions.   Normal mission funding rules apply IAW CAPR 173-3. Don't assume that the rules are different and don't wait until the last minute to plan.

F. Mission Symbol: A-5

G. Air Force Mission Number: **A mission request has been entered for each wing/region. Each wing/region will need to upload their own mission plan into WMIRS and follow their wing/region established planning and approval process.**

Each "Mission Start" date is 14 May 2015. This does NOT change the "Exercise Start" date/time which is published in the CW15 ops plan as 151900Z May 15.   The "Mission Start" allows movement of resources before the actual communications exercise starts at 1900Z.

H. Project Officer: NHQ Comm Training and Exercise Team, DOKT@capnhq.gov

I. Host Unit: NHQ/CAP

2. NOTIFICATION AND APPLICATION

A. Notification of Exercise:
The Multiyear Communications Training and Exercise plan serves as initial notification of the expectations for this year's CW15 exercise. This operations plan serves as the secondary notice and each region may be provided with additional mission tasking information.

B. Qualifications Requirements:
Members must be qualified and current or appropriately supervised in respective areas.
CAP Form 101 with a qualification (or supervised trainee with approved specialty qualification training record (SQTR) under proper supervision) is required to participate.

C. Exercise Capacity:
All general emergency services (GES) qualified and "in-training" senior and cadet members are encouraged to participate for specialties required.

D. Exercise Enrollment Procedures:
    i. Sign in to the wing or region mission (preferred via WMIRS) prior to departure at meeting point. Also sign in daily (can be done via WMIRS).
    ii. CAPID CARDS WILL BE CHECKED (can be done via WMIRS)
    iii. Qualification information will be checked/verified in eServices

3. EXERCISE DESCRIPTION

The exercise will begin on the National Traffic Net (NTN) at 1900Z. On that net, stations checking in to participate in the exercise will identify their unit (region/wing/group/squadron/flight). This will be done at the end of the region check ins. The net control station (NCS) will identify an auxiliary net control station (ANCS) to each exercise participant. After each region is called, each ANCS will announce a region frequency on which traffic will be passed.

If a participating station cannot hear the assigned ANCS, the operator should return to the NTN NCS to be reassigned.

An NCS will remain on a NTN frequency until 0500Z, and the net will remain open until that time. At 0500Z, the conventional voice operation of the NTN will be turned over to ALE net duty stations.

From 0500 to 1100Z, a primary ALE station on duty will have the ALE identifier 901NTNCAP, 902NTNCAP or 903NTNCAP. Any station needing a retransmission of a message or other service may contact the ALE duty station. Stations that do not have ALE capability will need to relay requests via ALE-capable stations.

Each ANCS will record the participating units assigned by NCS. The ANCS will pass Whiskey Tango (WT) traffic to the participating stations. The receiving station must copy the traffic and enter it on the eServices communications site. (Step-by-step instructions for the procedure is provided in section 20 of this document.)

If the message is accepted by the system, it will be indicated on the computer screen as having been copied correctly and entered. If that does not occur, the receiving station will need to return to the NTN to request retransmission of the message.

Participants without regular access to HF are encouraged to either get the use of an RDP, or to use VHF to connect with a station that has HF capability. VHF stations should set this up with the HF station before the net starts, and the HF station must notify net control of the VHF station's call sign, unit name, and the fact that it is a VHF station.

It is suggested that stations with very high frequency (VHF) capability only prepare their formal messages and relay them to an HF station participating in the exercise. HF stations that receive WT traffic but have no Internet connectivity should plan on relaying messages for entry into the eServices communications page for WT message handling.

This exercise is an exception to the usual policy of not accepting VHF relays to the NTN. At the end of the exercise, the NTN will not accept VHF relays for usual operation. NCS will indicate VHF stations in the net log with an asterisk.

Each participating station is encouraged generate formal traffic to CAP NHQ/DOKOV via their assigned net. send up the chain. The subject line will include CW15 and a descriptive word or words, for example, such as PERSONNEL or POWER STATUS.

If the subject is PERSONNEL, the message will consist of the CAP ID numbers of up to five of the personnel staffing the station.

If the subject is POWER STATUS, the message will consist of no more than six words describing the station's power source or a transition from one form to another. Here are some suggested phrases to use:
- OPERATING ON COMMERCIAL LINE POWER
- OPERATING ON BATTERY POWER
- OPERATING ON GENERATOR POWER
- OPERATING ON SUSTAINABLE POWER
- CHANGING TO [line, battery, generator, sustainable] POWER

Sustainable power is defined as solar, wind, or water power, or power produced by a biofuel generator on site. The power status applies only to the radio(s) used.

Accurate station and message logs must be kept. Personnel whose sole duty is to assist with accurate logging will receive credit for participating in the exercise. Several stations in each region will be selected at random and asked to submit scans of logs for checks of accuracy and neatness. While it is acceptable to log electronically, operators should assess if it would be realistic to do so if constrained by emergency power use. Hand written logs, as would be used in a field operation, are preferable. Communications logs at an incident command post (ICP) should be entered in WMIRS.

NCS/ANCS will not be considered part of wing or region participation. These stations and operators will receive credit for participating in the exercise, but will be considered as facilitators for the exercise team. They will be assessed based on volume of traffic moved. These stations are serving the participants, but will need to make control decisions depending on traffic volume and propagation conditions.

Formal WT messages may NOT be available to EVERY participating station. Participating stations should, as part of their wing or region operations plan, generate FORMAL messages to other stations participating in the exercise. For example, a wing could send a formal message to their region headquarters listing number of participating stations, number of cadets, number of aircraft, etc. The intent here is to exercise the CAP's HF capability and reliably exchange message traffic.

NOTE: If a wing or region has an Air Force Rescue Coordination Center-approved (AFRCC) mission that takes place during the exercise, all units in that wing or region will stand down from the exercise. Mission activity will take priority, and all communications assets must be made available for use at the discretion of the incident commander. All affected stations will receive credit for exercise participation, but will not be assessed.

RDP deployment: One RDP in each region will be deployed specifically to cover the FEMA RRCC within their region. That RDP will accept traffic for the specific FEMA RRCC and will generate traffic to each of the additional nine (9) stations located at the other FEMA RRCC sites. Stations may utilize other region's ALE suites as necessary and/or VHF to pass their traffic. If no stations on the other region suites are available, stations should contact their assigned NCS/ANCS for guidance. Each region DCS/Comm will assign one station in a wing NOT containing the FEMA RRCC site to initiate a formal message to be relayed to the FEMA RRCC site via HF. FEMA participation in this

exercise will be simulated. Delivery of the message to the RDP deployed near the FEMA site will be considered as delivered. These exercise messages need not be complex.

Each RDP deployed to support a wing HQ will make contact with at least one RDP located in an adjoining wing or region. As RDP stations check in to nets, they should let the NCS/ANCS know they are a deployed RDP. In this way, the NCS/ANCS can assist in identifying stations for contacts. Each HF station, including the deployed RDPs, should prepare and send formal traffic as indicated above.

Additional contacts are encouraged and should be logged.

Supporting stations may utilize other regions' ALE suites as necessary to pass their traffic. If no stations on the other region suites are available, stations should ask the assigned NCS/ANCS for assistance.

Weather permitting, one aircraft per FEMA region will be utilized to fly a CAP VHF-FM portable digital repeater (PDR). The designated message, prepared by one wing at the direction of the region deputy chief of staff/communications (DCS/Comm) and received by the deployed RDP, will be passed between the site where the RDP is set up (FEMA RRCC designated RDPs) and a location designed by the region DCS/Comm to simulate connectivity with the RRCC. The site will be approximately 100-150 miles from the FEMA Regional Office. The region DCS/Comm will be required to coordinate with operations to identify a safe and appropriate altitude and route of flight to provide the required coverage. The aircraft operations information will be included in the region/wing operations plan. Wings are highly encouraged to also utilize their assigned PDRs co-located with the RDP to support local communications requirements for the communications team. Plans should include times the PDR sorties are scheduled so traffic can be prepared and ready to send once the airborne asset is available. Regions and wings should not need to schedule multiple air sorties during the hours of CW15 operation.

Unique coded messages (five, five character groups, total twenty-five characters) will be assigned to each RDP and PDR (aircraft) call sign. The region DCS/Comm will provide the messages to the FEMA coverage stations at the start of the exercise.

The messages will be provided by the wing DC (or designee) via the region DCS/Comm to each deployed RDP at the start of the exercise. NHQ will provide the messages to the region DCS/Comm prior to the exercise start date. CAPF105 will be used for all formal messages. The RECEIVED and SENT information will be recorded at the bottom of the form -- as well as in the station log.

Additional WT messages will be sent from the NCS/ANCS stations to selected regions/wings/squadrons for entry into the eServices communications WT message system. Wings and regions should plan on how to relay this traffic from field stations to nearby stations with Internet connectivity.

All contacts will be logged. All personnel operating the station will be logged on and off duty (preferably in WMIRS) with the times that they were present.

Wings are encouraged to have emergency services qualified ground teams support the establishment and maintenance of their base of operations where the RDPs will be set up and operated.

All communications and ground team sorties will be entered into WMIRS under the assigned mission number for this exercise.

Per the NHQ director of operations reimbursement for this mission will be covered under **existing** annual region/wing mission training funds.

Planning suggestions: Each region and wing can use an existing operations exercise and incorporate CW15 into these events. A region could use this event to hold a larger event that perhaps involves an area command. Exercises planned by regions and wings to support CW15 need not be overly complex or deploy ground resources to remote areas. Stations could be placed at facilities (as identified in wing and region plans) that might typically require communications support in the event of a disaster scenario. These locations COULD include government offices, airports, FBOs, etc. Prior coordination with local agencies is encouraged and could also be leveraged by wings to develop long-term relationships in support these agencies.

Safety is critical. Deployment of ground assets should not be into any area of risk without prior coordination and planning. Use of city parks, airports, etc., should be evaluated carefully and coordinated with local officials. It would be acceptable to set up an RDP at a member's home or a squadron meeting site. There is no intent to overly complicate deployment.

A wing or region could use CW15 as a communications exercise to augment an operational or SAR exercise. There is no need to ONLY conduct CW15 as a stand-alone event, although that can happen as wings and regions so design. CW15 is a 24-hour exercise. CW15 is not intended to continue beyond the end date and time. Regions and wings can continue with other operations and training as outlined in their respective plans.

4. EXERCISE OBJECTIVES

A. Accurately pass a pre-designated, coded message from a field expedient location within 35 miles of each FEMA RRCC utilizing CAP RDPs to an RDP located within an adjoining wing or region on 16 May 15 prior to 1900Z.

B. Properly set up and operate a CAP PDR in a corporate aircraft, identify the required (appropriate and legal) altitude to operate the repeater at and the flight pattern required to provide reliable VHF-FM communications via the PDR between a FEMA RRCC and a mobile VHF-FM radio located at the wing HQ of the state that the RRCC is located within (preferably between 100-150 miles away) and accurately pass a provided coded message group.

C. Establish HF connectivity to support timely and reliable formal message handling between wings, regions and field units.

D. Involve cadets and seniors in the safe setup and operation of a 24-hour station operation.

E. Relay WT message traffic from field stations receiving the traffic to a VHF station (or HF station if necessary) for entry into the eServices WT message handling system.

F. CW15 is heavily dependent on each region's DCS/Comm to lead and to direct and to supervise communications assets within their respective region. Each DCS/Comm is experienced and should know of assets available and help structure region plan and guide the wing planning to determine areas of weakness and areas for future training focus.

5. EVALUATION

The exercise evaluation guidelines for this exercise is the successful completion of the tasks listed in #4 above within the time frames provided.

This exercise will be evaluated by NHQ personnel.

Regions will submit a consolidated after action report (AAR) for ALL participants within their respective region. It is suggested the region hold a conference call with wings in the region to gather lessons learned, areas needing focus, etc. The region will submit, by email, an after action report showing all AFAM mission numbers used within the region, number of aircraft and ground sorties, number of HF and VHF stations involved in the exercise and a good effort count of members active in the exercise. The written summary will be emailed to NHQ/DOK within 45 days of the exercise. Email reports to dokt@capnhq.gov.

This exercise will be assessed according to the goals stated above. Wings and regions will also be assessed on the following criteria:

- Percentage of units participating
- Percentage accuracy in entering received WT messages
- Percentage of released messages entered
- Percentage of HF assets used
- Percentage of participating stations not using line power
- Percentage of participating units generating formal traffic

Assessments are a means of measuring performance of communications programs in wings and regions, identifying strengths and weaknesses to guide future training, and measuring the effectiveness of this exercise plan in achieving the national communications program goals.

As part of their AAR, regions may submit copies of several randomly selected station logs. The NHQ team may also request, at random, copies of selected station logs for evaluation.

Regions should, as much as possible, determine why HF assets were not used on the exercise. For example, if a wing was unable to deploy an HF-equipped vehicle or an RDP, it would be helpful to know why. If there are training and set-up issues that could be addressed in future exercises, this would assist in planning training modules and in focusing future events. If equipment did not work or was missing essential parts (microphones, antennas, coax, etc.) this would be useful evaluation

information. In short, please help identify specific problem areas with deployment and operation of CAP's HF assets.

6. GROUND OPERATIONS

A. Team operations will support deployed radio operations as determined to be needed by each wing's or region's operation plan.

B. Teams will come prepared with all required equipment to support these radio operations.

C. Teams will consist of the following personnel:
    i. Team Leader (CUL or GTL preferred)
    ii. Senior member driver which may or may not be the team leader.
    iii. Enough qualified or training members needed to support deployed operations.
    iv. Qualified ground team personnel may be used to support the radio operations.

7. COMMUNICATIONS

A. All of the region/wing communications assets should be available to support the region or wing operations plan. Mobile and fixed HF station will be encouraged to participate in this exercise and written into wing/region plans.

B. VHF assets should be used to relay local messages to and from participating HF stations. While commercial power can be used, auxiliary power sources are encouraged.

C. All participants should be discouraged from using telephone (land line and cellular) contacts. Additionally, online contacts such as email and text messaging should be avoided. An obvious exception would be for each wing/region incident command post or other fixed stations to use the Internet to enter and access WMIRS and to enter WT messages into eServices.

8. CADET PARTICIPATION

A. All cadets participating in the exercise should possess as a minimum a CAP Form 101 for general emergency services specialty rating and introductory communications user training (ICUT). Note: It is acceptable for members holding basic communications user training (BCUT) or advanced communications user training (ACUT) qualifications to participate.

B. The responsibility for cadet supervision rests with the deployed unit.

C. Messing, lodging, transportation, recreation, medical treatment, emergency notification procedures will be determined by each wing.

9. SAFETY

Safety is critical. This is a training exercise. No situation or instruction should warrant violation of safety procedures, common sense, or regulations.

A designated safety officer will be identified for each operational location. All participants will receive a safety briefing with special attention to the hazards associated with field communications operations. Areas of safety focus will include RF hazards, safe operation of auxiliary power sources, chemical hazards associated with batteries, and proper setup of portable antenna masts.

A risk assessment will be done and will be an on-going focus of the safety officer.

• Risk Management will be utilized.
• Duty and crew days will be managed as per CAP regulation.
• Mission should be thoroughly briefed.
• Use common sense and be safe.
• Report any safety concerns to the team leader. Follow the wing safety notification policy for any safety incidents.

CAPR 62-1, CAPR 62-2 and wing policies will be used in the event of an accident or mishap.

10. STAFF REQUIREMENTS

A. Wings/regions will assemble needed personnel to support the exercise in their wing/region. Each wing/region will require an incident commander and appropriate mission staff to effectively undertake the exercise. Each wing/region will be responsible for proper flight releases for aircraft flying the portable repeater stations and for proper oversight and release of all ground sorties.

B. All sorties and flight releases will use WMIRS.

C. All requests for funding reimbursement will follow CAP regulatory guidance and use WMIRS. Reimbursement requests will be submitted as required by CAP regulations.

NOTE: All participants must be qualified to participate in an AFAM mission!

11. UNIFORM REQUIREMENTS

All senior and cadet members will wear an appropriate CAP uniform for duties performed. CAPR 39-1 will guide wear of uniforms.

12. ADMINISTRATION

A. All members will sign in regardless of locale. If paper sign in sheets are used (for example ICS 211), copies should be forwarded (along with copies of all paperwork) to the wing to be included with the mission paperwork. It is suggested that all forms are scanned and uploaded to the wing/region WMIRS mission.

B. All vehicles and aircraft will be signed in upon arrival, as per CAP regulations and as outlined in each region or wing operations plan.

C. Credentials will be verified. WMIRS may be used to verify member qualifications. Each participant should have a current CAPF101 and membership card. All participants must be safety current.

D. CAP and state driver's license are required for all persons driving a corporate owned vehicle (COV) or personally owned vehicle (POV) signed into the exercise as per CAPR77-1 and CAPR 60-3.

13. FACILITIES

All operations will be deployed as designated in the wing/region operations plan. Field operations are preferred except for those operating at each wing/region headquarters. Deployment should follow CAP regulatory guidance, especially when cadets are participating. Proper release forms should be obtained as required.

14. LOGISTICS

A. Deployed forces should take necessary food, clothing, fuel and equipment for the duration of the exercise. Non-commercial power is preferred for this exercise.

B. Corporate vehicles should be used for transportation and/or power for the RDP (if required). POV use will follow guidelines found in CAPR77-1

C. Billeting is the responsibility of each participating unit.

15. MILITARY SUPPORT REQUIREMENTS

None required beyond appropriate AFAM funding for each wing's/region's participation using allocated funding.

16. OTHER AGENCY INVOLVEMENT

No outside agency will participate at this time at a national level. Wings and regions are authorized to involve local agencies as per memorandums of understanding (MOUs) already in place and as appropriate to their mission operations plans.

Regions may simulate delivery of messages to FEMA.

If a local unit desires to have non-CAP personnel participate on site, all CAP regulatory guidance, including a CAPF 9 if necessary, will be followed and documented.

17. PUBLIC AFFAIRS

All public affairs releases should be reviewed and distributed by a qualified public affairs officer (PAO) or mission public information officer (PIO) and approved by the incident commander as per CAP regulatory guidance. Wings are encouraged to obtain photographs of their local exercise and submit them via email to NHQ/DOK after the exercise.

Local news releases to take advantage of this exercise are encouraged but NOT required.

18. CONTINGENCIES

A. Disaster or Actual Mission:
Wing participation in the exercise may be suspended or terminated at the direction of the team leader, incident commander, safety officer, wing DC, wing commander, or NHQ/DOK; otherwise, the exercise is expected to continue as planned.

B. Adverse Weather:
Participation by a specific station may be cancelled for severe adverse weather. Depending on the severity of the inclement weather, activities will be modified to obtain the maximum training under the circumstances.

C. Mishap:
In the event of a reportable mishap, the team leader will ensure all reporting actions are taken in accordance with CAP safety regulations and policies, including briefing all participants to refrain from speculating to the media regarding the mishap. The team leader will determine the impact of the mishap on continued conduct of the exercise.

Follow the wing safety notification policy for any safety incidents.

19. NET CONTROL

Net control stations and Net 9 stations, meaning all stations with Triblade calls, will not participate with wings or regions. They are part of the national system, using assets that are on national inventory and, in any real event, would be expected to serve to make the NTN functional.

The Triblade stations will be crucial to this exercise. They will be responsible for releasing priority traffic to the regions, wings, squadrons, and flights. They will also be receiving the traffic from these entities that is addressed to NHQ/DOK, DOKO, or DOKOV. It is imperative that the station logs and message logs are kept accurately. For that reason, a Triblade station may request mission staff assistants to assist with logging and WMIRS entries. These requests should be handled at the squadron or flight level. Any MSAs assisting a Triblade station will receive credit for participation in the exercise.

Participating Triblade stations will indicate their participation in advance to facilitate tentative assignments. The net will run continuously for 24 hours on NRC and NRD. After the initial roll call by region, a roll call of the stations in the net will be conducted regularly. Roll call will start an hour after the previous roll call but may be delayed if it interferes with traffic. Any station checking in to the net must check out with the NCS.

The primary function of the NCS will be to check stations in and out of the net, and to refer incoming stations to ANCS to receive or pass traffic. If no ANCS has a traffic quality path to a station checking in, then the NCS may pass traffic or receive it.

Any Triblade station participating in the exercise as a Triblade station may release WT traffic and pass it to stations checking in. These stations may also accept traffic for NHQ/DOK, DOKO and DOKOV. Once a station has passed traffic to a Triblade station, it will be considered as reaching the intended destination.

Triblade stations may accept traffic by VHF directly if practical. It is up to each Triblade station to notify stations within their VHF footprint if they are able to accept traffic on VHF. Triblade stations are primarily HF stations, and any VHF operation is secondary to NCS duties.

After action reports will be expected from all participating Triblade stations. Please include a copy of net logs and message logs for the time covered by the exercise.

20. WT MESSAGE HANDLING

1) Sign into eServices.
2) Scroll down the page.
3) Select "Communications" in the menu at the bottom of the page, "Civil Air Patrol Sites."
4) Select "Whiskey Tango Message Entry System" in the upper right box.
5) Select "Enter Received WT Messages".
6) Enter the message in the form provided. <u>Each box holds five characters</u>.
7) Hit the "Enter" button.

If the last step doesn't verify that you have entered the message correctly, you may have miscopied the message or made a typographical error. You may have miscopied your own handwriting. Frequent errors are confusing 5 for S, K for X, 2 for Z, or U for V. Remember that each incorrect attempt reduces your accuracy rating.

If you believe that you don't have the message correctly from the sending station or experience problems with entry, compose a service message and send it on the NTN as soon as possible. It should be addressed to the originating station. Please keep the service messages brief.

21. FEMA REGIONS
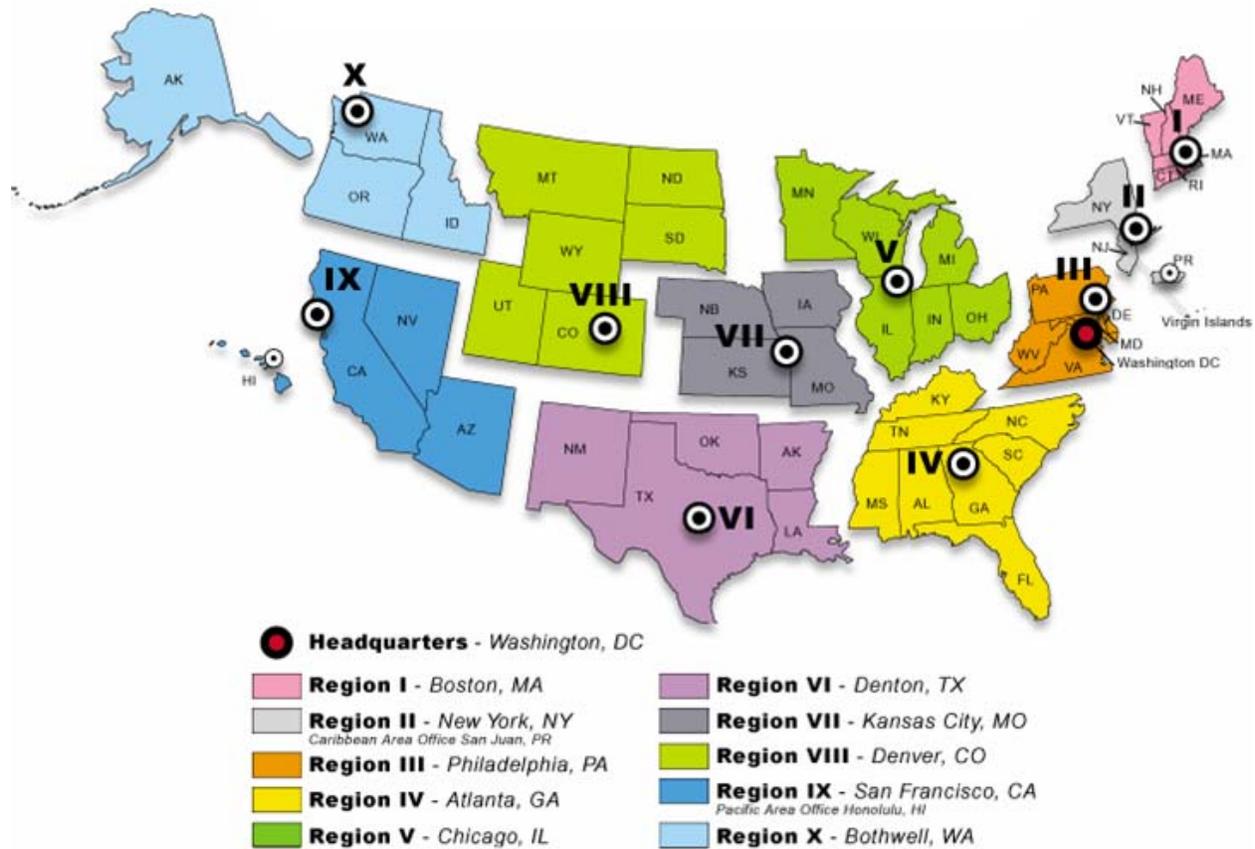
Locations for FEMA RRCCs. A designated RDP will be set up within 35 miles of the city listed as host for the RRCC as shown on the map above.

22. NTN STATIONS
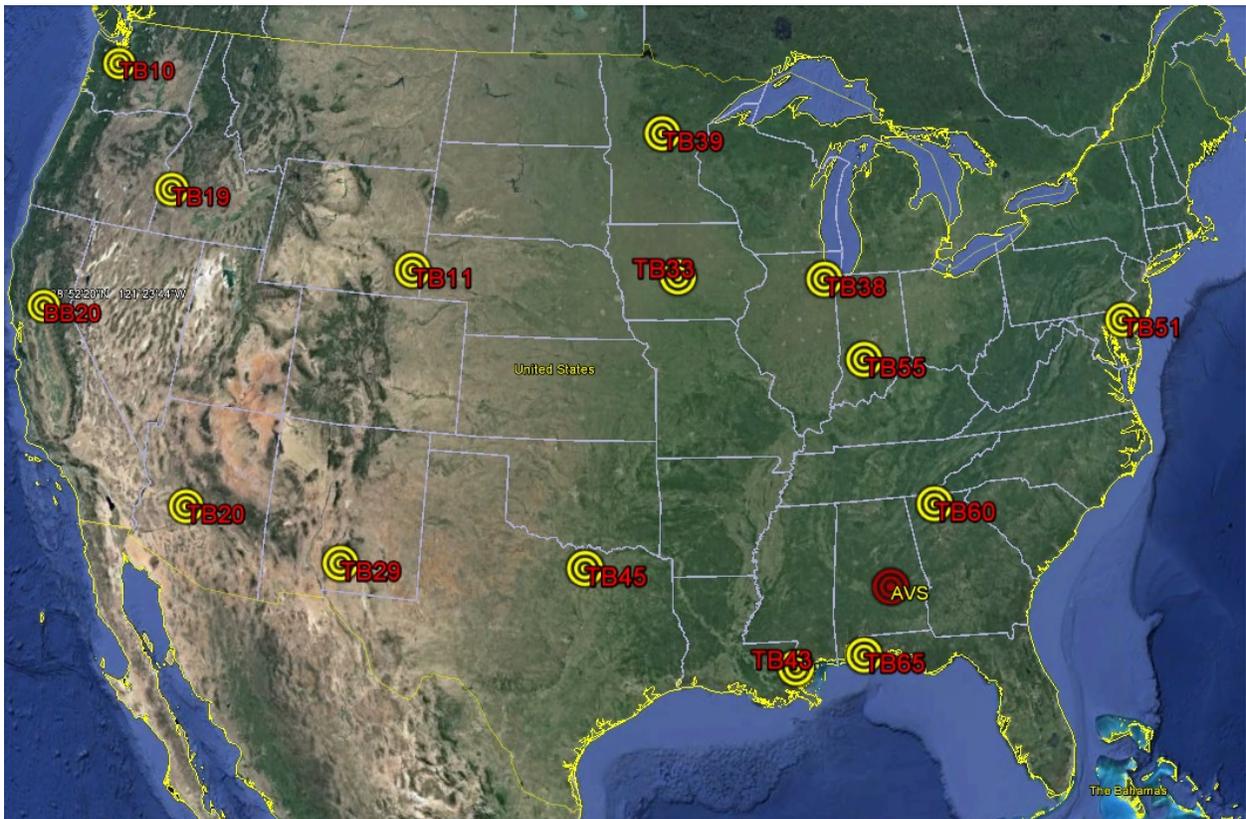
Locations for CAP's Triblade NTN stations.