



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
977<sup>th</sup> MILITARY POLICE COMPANY  
223 CUSTER AVE  
FORT RILEY, KANSAS 66442-5700

AFZN-BEA

15 June 2010

MEMORANDUM FOR RECORD

SUBJECT: COMMUNICATIONS STANDARD OPERATING PROCEDURES

1. REFERENCES.

- a. DA Pam 738-750 Functional Users Manual for the Army Maintenance Management System (TAMMS)
- b. AR 710-2 Inventory Management Supply Policy Below the Wholesale Level
- c. AR 380-5 Department of the Army Information Security Program
- d. AR 380-40 Policy for Safeguarding and Controlling Communications Security - (COMSEC) Material

2. PURPOSE. Establish policies and procedures that outline the responsibilities for the accountability, installation, operation, and maintenance of all communication electronic equipment within the 977<sup>th</sup> Military Police Company.

3. APPLICABILITY. All personnel assigned or attached to the 977<sup>th</sup> Military Police Company.

4. GENERAL. The SINCGARS is the primary means of communication used by the company during field operations. Maximum effort will be made to maintain the highest efficiency in the installation, operation, and maintenance of all radio equipment.

- a. The primary means of communication during the initial phase of tactical operation will be radios. COMSEC and CYZ-10 will be issued to key personnel within the command (see Annex A) by the COMSEC custodian or the alternate COMSEC custodian NLT 24 hours prior to mission times.
- b. The company communication systems consist of FM radios, GPS devices, radio retransmission, BFT/FBCB2, computer interfaces, and wire.
- c. Radio communication between company and subordinate units will be maintained in accordance with current SOI. Communication will be established through retransmission operations. The following radio communication net will be established during field operations:

- (1) Company command net (FM Voice).

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(2) Net to higher headquarters.

d. Nets will operate on a 24 hour basis unless otherwise directed by the Company Commander. The Net Control Station (NCS) will establish and maintain a radio log of all essential traffic.

e. Wire will be installed as time permits.

#### 5. RESPONSIBILITIES.

##### a. Commander:

(1) Ensure all personnel comply with procedures and policies prescribed in this SOP IAW applicable references.

(2) Ensure all personnel receive instruction through command information and unit training on individual responsibilities regarding communication equipment.

(3) Provide guidance and necessary resources to ensure communications support of unit missions.

(4) Appoint a unit Communications Officer and NCO.

##### b. Communication Officer:

(1) Advise the commander on all signal support matters.

(2) Oversee and direct all aspects of the company communication systems.

(3) Ensure proper and timely maintenance of all company signal equipment.

##### c. Communication NCO:

(1) Advise the Commander and Communications Officer on all communications matters.

(2) Keep informed on all communication aspects of operations.

(3) Assist the unit Communication Officer in developing and implementing the communications training program and SOPs.

(4) Provide technical supervision of all communications activities throughout the command and exercise operational control of communications personnel and equipment assigned to the company.

(5) Supervise the installation, operation, and performance of unit level maintenance on tactical wire and radio systems, associated equipment, and accessories.

(6) Ensure all communication personnel within the company are trained in their MOS to perform in both a wartime and garrison environment.

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- (7) Maintain close liaison with other communications sections within other lateral units.
  - (8) Monitor equipment readiness throughout the company.
  - (9) Ensure all publications, forms, and records are kept up to date or on order.
  - (10) Ensure that all appropriate forms, records, and documents are correctly and efficiently maintained on file IAW DA Pam 738-750.
  - (11) Serve as the COMSEC custodian for the company account.
  - (12) Maintain accurate accountability of all communications equipment within the company.
  - (13) Perform other duties as assigned.
- d. Communication section personnel:
- (1) Ensure the inspection, installation, removal, and maintenance of communication equipment is conducted IAW prescribed TMs.
  - (2) Troubleshoot, isolate problems, and replace defective equipment and parts.
  - (3) Maintain unit maintenance forms and records.
  - (4) Review operators PMCS for accuracy, completeness, and correctness as required.
  - (5) Turn-in and pick-up equipment from direct support maintenance.
- e. COMSEC Custodian:
- (1) Responsible for the accountability and security of all keys that are maintained by the communications section.
  - (2) Receive COMSEC from S-6 NLT one week prior to any unit exercise.
  - (3) Ensures COMSEC keys are kept in the cage located in the communication shop or are signed out to an authorized user.
- f. Platoon Sergeants:
- (1) Ensure that operators are properly conducting prescribed PMCS IAW appropriate TM.
  - (2) Ensure that soldiers complete all DA 5988s or DA 2404s on a weekly basis on all communication equipment issued.



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- (3) Coordinate with the communication NCO for timely turn-in of equipment scheduled for calibration, repair, or service.
- (4) Ensure that operators are properly trained to use the equipment prior to use.
- (5) Coordinate with the Communication NCO before deployment for the following items:
  - (a) The current issue of the SOI.
  - (b) The current fill for the ECCM Fill Device.
  - (c) A CYZ-10 Fill Device.
  - (d) Support from the communication section while deployed.
- (6) Designate an NCO to report immediately to the COMSEC vault during an alert to be issued the equipment necessary to accomplish on-line communication requirements.
- (7) Ensure that all soldiers in the platoon are proficient in the following tasks:
  - (a) Proper radio and telephone procedures (RTO)
  - (b) How to perform proper PMCS
  - (c) Load single channel frequencies on radio sets
  - (d) Prepare the SINGARS radios for "Cold Start"
  - (e) Properly load date/time
  - (f) Load/fill radios using the CYZ-10

## 6. PROCEDURES.

### a. Accountability:

- (1) Requests for equipment submitted to the communications NCOIC & operations NLT 2 weeks prior to date of pick up.
- (2) No equipment will leave the shop area without being proper documentation (i.e. DA 5988-E or DA 2062).
- (3) All equipment issued to personnel will be issued via DA 2062 and kept on file IAW AR 710-2.
- (4) Equipment that is kept in vehicles must be secured at all times with a 5200 series lock.

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(a) Keys will be controlled by the Communications NCO.

(b) One key per vehicle will be signed out to each platoon.

(5) Equipment will be hand receipted on a DA Form 2062 or a DA Form 3161 down to the team level. DA Form 2062 will be updated every 6 months while DA Form 3161 will be updated every 30 days.

(6) Personnel signing must be an E-4 team leader or above.

(7) Equipment will be inspected for cleanliness and functionality prior to issue and upon return.

(8) Damaged equipment will be documented prior to its return.

b. Operations:

(1) Each platoon will have its own hopset and frequency within the platoon and will operate its own NCS.

(2) The company NCS will track each platoon hopset as well as the company hopset.

(3) SINCGARs series FM radio will be operated on the lowest power setting necessary to provide communications.

(4) SINCGAR series radio sets will be set to "squellch on" IOT be net compatible with aircraft communication systems.

(5) Fixed FM stations will utilize the COM201 or similar antenna to maximize range.

(6) Mobile FM Operation:

(a) Antennas for vehicular mounted radios will be tied down while the vehicle is in urban environments to prevent damage to urban structures or the vehicle itself.

(b) When vehicular antennas are tied down, the antenna tip will be no lower than eight feet above the ground IOT preclude injury to pedestrians.

(7) All FM stations will maintain a station log using a DA Form 4158.

(8) Class IX Repair and replacement parts for communications shop will be ordered through the PLL clerk when bench stock reaches 10% or below. All other parts classes will be ordered through the unit supply sergeant.

(9) An operator's manual will be maintained with each item of communication equipment assigned and one copy will be maintained in the communication section reference file. The communication

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section will also maintain copies of the organizational maintenance manual and all applicable MWOs.

(10) If equipment cannot be corrected at the unit level, the deficiency will be annotated on a DA Form 2404 or 5988. The equipment will be sent to the Direct Support maintenance Facility for exchange or repair.

c. Retransmission operations:

(1) The retransmission team for the 977<sup>th</sup> Military Police Company will deploy to their designated location upon notification from the Company Commander or the Communication Officer/NCO.

(2) The company NCS will be operational so the retransmission team can initiate a radio check.

(3) The initial radio check will be established on MAN channel.

(4) The NCS will instruct each site to put their radio on the retransmission mode of operation.

(5) The NCS will wait approximately three minutes before attempting a radio check to each unit within the net.

(6) The company command FM radio system will be maintained and operated by the operations section.

(7) The NCS will initiate a radio check with each unit every hour to ensure positive communication with the company's TOC. This will include the retransmission site.

d. Retransmission personnel and equipment:

(1) Each retransmission team will consist, at a minimum, of the following personnel:

(a) One E-4 or above as a team leader.

(b) Two E-4 or below as team members.

(2) Each retransmission team will deploy on all exercises with the following equipment:

(a) One vehicle (M998, M1025, M1026, M1097, M1114, or M1151).

(b) Two COM201s or similar.

(c) One AN/VRC-89 system with one AN/CYZ-10 and current fill.

(d) Two 5 gallon cans of fuel.

(e) Four spare batteries sets (BA 1372/U).

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(f) One DR-8 with WD-1 and two TA-312 Telephones.

(g) Each team will have assigned weapons and protective masks.

(h) Four 5 gallons cans water.

(i) One set of camouflage nets and poles.

e. Security:

(1) Classified documents will be safeguard in accordance with AR 380-5 and AR 380-40.

(2) Proper radio procedures will be used and transmission held to a minimum for essential communications.

5. POC for this memorandum is 2LT (First Mi. Last) at 111-222-1111 (office), 111-222-1111 (cell),  
or by email at First.Last@conus.army.mil.

Encl  
Annex A

Commander's First Mi. Last Name  
Rank, Branch  
Commanding





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SUBJECT: Annex A to communications SOP

1. The following people, by duty position, are authorized to sign for COMSEC information and equipment from 977<sup>th</sup> COMSEC Custodian:

- a. Unit Commander
- b. Unit 1<sup>st</sup> Sergeant
- c. Platoon Leader
- d. Platoon Sergeant
- e. Squad Leader
- f. Section NCOIC

2. Exceptions to this will only be authorized by Communications NCOIC, Communications Officer, or Company Commander.

3. POC for this memorandum is 2LT (First Mi. Last) at 111-222-1111 (office), 111-222-1111 (cell),  
or by email at First.Last@conus.army.mil.

Commander's First Mi. Last Name  
Rank, Branch  
Commanding