

## **WEST VIRGINIA WING CAP - WING HF NET PROCEDURES**

1. Good Evening and Attention all Stations West Virginia Wing. This is HILL CAP \_\_\_\_\_ opening a Directed NET at \_\_\_\_\_ Coordinated Universal Time. (2130 Daylight Savings Time) (2230 Eastern Standard Time) I will Pause for any IMMEDIATE OR PRIORITY TRAFFIC. (Over)
2. This is HILL CAP \_\_\_\_\_ with HILL CAP \_\_\_\_\_ as my Back Up for this Evening NET.
3. HILL CAP 1. (Over)
4. HILL CAP 2. (Over)
5. HILL CAP 3. (Over)
6. Is there any National Headquarters or Middle East Region Stations to Check In or List Traffic? (Over)
7. Wing Staff Stations check in, in order of call sign? (Over)
8. Any Out of Wing Stations to List Traffic Only with this NET? (Over)
9. This is HILL CAP \_\_\_\_\_ Continuing, Roll Call of Squadrons and Flights as Follows,  
Over.

Boone Comp	(Over)	MidValley Comp	(Over)
Charleston Cadet	(Over)	Morgantown Comp	(Over)
Clarksburg Comp	(Over)	Parkersburg Comp	(Over)
Greenbrier Comp	(Over)	Wheeling Comp	(Over)
Jon McBride Comp	(Over)		
Martinsburg Comp	(Over)		
Mercer County Comp	(Over)		
10. HILL CAP \_\_\_\_\_ Do You Have any RELAYS? (Over)
11. Squadrons and Flight ROLL CALL is now Complete. We Will Pass any Listed Traffic. (Over)

12. All Traffic is now Complete. Do We Have Any Late or Additional Traffic Check Ins?  
(Over)
13. Is there any OUT of Wing Stations that Would Like to Check In with This NET?  
(Over)
14. HILL CAP \_\_\_\_\_ Do You Have Any RELAYS? (Over)
15. This is HILL CAP \_\_\_\_\_ Closing the WEST VIRGINIA DIRECTED NET at \_\_\_\_\_  
ZULU and Releasing the Frequency for Normal Operations at this Time. (Out)

## WEST VIRGINIA WING HF NET DIRECTIONS

These directions are for running the **HF NET** smoothly and will correspond to the numbered lines on the NET page.

Approximately **FIVE** minutes before the Net the Net Controller will call a Back Up Station to help.

After each call for check ins the Net Controller will pause for responses, **LOG** all stations, then acknowledge each station on the air.

1. The opening announcement will be at **2230** and the pause at the end should be long enough to confirm that there are **NO** Emergencies or **Priority** Traffic.
2. After the listing, the Back Up Station, there is no need to pause before going to lines 3, 4, and 5.
- 3., 4., and 5. Be sure to pause long enough for these stations to respond before continuing.
6. Be sure to listen closely for **weak** stations after this line.
7. Wing Staff Stations should use the courtesy of pausing long enough so that stations list in numerical order from 4 up.
8. This is a request for Out of Wing Stations with **Traffic Only**.
9. The Role Call for Squadrons and Flights is to run in **Alphabetical** order on **ODD** days, and **reverse** this order on **EVEN** days. The Net Controller will call the squadron then listen for check ins, log them, and then acknowledge each station before going on to the next station.
10. This is a call for the Back Up Station to list all Check Ins not received by the Net Controller.
11. After this statement the Net Controller will call the first station with traffic and allow him/her to pass traffic. The station with traffic is the station responsible for completing traffic and returning control back to the Net Controller.
12. This is to be sure all traffic has been listed and gives all those late a chance to check in.

13. An opportunity for all Out of Wing Stations to check in and should be encouraged to promote the exchange of information. Net Controllers should be watchful of the **time**.
14. This is a call for the back up station to list all check ins not received by the Net Controller.
15. The closing statement will conclude all Formal transmissions by the Net Controller. When the Net ends early, we have plenty of time to pass informal traffic and casual information. This is an excellent means of **saving phone calls**.