



HEADQUARTERS CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
105 South Hansell Street  
Maxwell AFB, Alabama 36112

19 April 2025

MEMORANDUM FOR DCS/COMMUNICATIONS & DIRECTORS OF COMMUNICATIONS

FROM: CAP DOK

SUBJECT: P25 Changeover Process

**1. Code Plug Distribution**

- a. The first way of securing the new National Code Plug is to request it via CEMS. This is done by placing a maintenance request using the property tag number on your issued programming kit. The staff from the National Headquarters Warehouse will then supply the requestor with a method to obtain the code plugs.
- b. Region DCS and Wing DCs may request the code plugs from Mr. Ben Bert at the National Headquarters Warehouse via email. This is only available to region and wing communications leaders.
- c. The integrity of the code plugs should be always considered when sharing them with communications staff. Although they are not marked as CUI information they should be handled by that manner for security purposes.

**2. Code Plug Changes**

- a. The only changes that are now authorized are adding zones to the END of the code plug and nowhere else for interop frequencies granted with an MOU from either a state or federal agency. Local agency's frequencies such as law enforcement agencies, fire departments, emergency management or SAR agencies are NOT authorized to be added to the code plug. Communication with those agencies should be conducted on interop frequencies already in the code plug.
- b. The practice of adding a zone with just the wing's repeaters with the geographical name is no longer authorized. This is a security issue should the radio be lost or stolen. The best practice is to identify the correct zone / channel in the ICS 205 for the incident that should be used.

### **3. Programming**

- a. As there is no funding available just for programming purposes it was suggested to use existing events for programming. Encampments, conferences, and exercises are all good places to have programming parties.
- b. I highly suggest recruiting some interested cadets to assist with the programming task. Train them, show them and empower them to complete the process. Those that know me understand the importance I place on cadets in communications. There is no reason they can't assist!
- c. Repeaters do not have to be reprogrammed at this point. Since all repeaters are in mixed mode they should function normally. We will reprogram them as they are worked on or replaced.

### **4. Dates**

- a. Remember that all analog communications must end on 1 May 2025. You should already have P25 channels in all your radios so simply switch ops to a P25 zone.
- b. 31 December 2025 all radios will be reprogrammed. There really should be no reason that you can't accomplish this task. No matter which code plug is in the radio, it should still be operational using only P25.

### **5. Encryption**

- a. We have made a change to the code plug for encryption purposes. Even numbered zones are strapped for encryption meaning that encryption is always on in those zones. This eliminates the need to manually switch the encryption on and off.
- b. Odd numbered zones are now P25 without encryption. They will now have a beep when transmitting. This will remind the user that they are transmitting in the clear without being encrypted.

### **6. CAP GUARD**

- a. CAP GUARD is not P25 and will remain analog.
- b. CAP GUARD is not encrypted.

If you have any questions about the changes, contact [DOK@CAPNHQ.GOV](mailto:DOK@CAPNHQ.GOV).

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