

ICS 309 (Adapted for PinCo ACS)

Communications Log

Purpose. The Communications Log (ICS 309) is used to record the details of all event specific message traffic that is exchanged during an exercise, event, or activation period. The Net Control Station (NCS) and Alternate NCS (ANCS) will each maintain a log of the message exchanges that take place on their associated nets and each net participant will maintain a separate log of the message traffic sent and received by their individual station. These logs provide the basic reference from which to extract communications traffic history. The information on this form should not duplicate the information on the Activity Log (ICS 214).

Preparation. An ICS 309 should be initiated and maintained by each ACS communications team. Each team should document all formal message traffic. When exchanging informal/tactical message traffic, users should log any message with a precedence of Emergency or Priority. Additional tactical message traffic can be logged at the user's discretion.

Distribution. The Communications Log is provided to the PinCo ACS Admin officer at the conclusion of the exercise, event, or activation period.

Notes:

- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Radio Net Name / Tactical Call Sign / Location	The content of this field is dependent on the position being filled by the Radio Operator.
	<ul style="list-style-type: none">• Net Control Station / Alternate NCS	Enter the name of the radio net being managed by the NCS and ANCS.
	<ul style="list-style-type: none">• Net Participant	Enter the tactical call sign of the net participant. If no tactical call sign has been assigned, this field will contain the location of the participant.
4	Radio Operator	Enter the name and FCC call sign of the primary radio operator.
5	Communications Log	Enter details of each communication exchange.
	Time	Enter the time each message was sent or received. Use 24-hour format (Local Time).
	Call Sign/ID FROM	Enter the FCC call sign or Tactical Call Sign of the station sending the message. When the sending station is the local station (i.e., the station identified in Blocks 3 and 4), the field can be left blank.
	Call Sign/ID TO	Enter the FCC call sign or tactical call sign of the station directly receiving the message. When the receiving station is the local station, the field can be left blank.

5 Continued	Msg # / Precedence / Origin	The content of this field is dependent on the type of message exchange being documented.
	<ul style="list-style-type: none"> • Formal message 	Enter the message number, message precedence, and the FCC call sign of the station that originated the message.
	<ul style="list-style-type: none"> • Informal message 	Enter the message precedence
	Message Subject/Notes	Enter the subject of the message and any additional information that will help identify or track the message.
6	Prepared by	Enter name and FCC call sign of the person completing the log.
7	Date and Time Prepared	Enter the date (month/day/year) and time prepared (24-hour clock).
8	Page number	Enter pagination (Page X of Y)