

PINCO ACS EQUIPMENT TRACKING LOG

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____
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3. Radio Kit Tracking:

Kit Number	Kit Contents									
	Radio	PS	Coax	Ant						
	Kit Contents Issued				Name	Destination	Notes		Date/Time Out	Issued By
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Kit Contents Returned				Name	Notes			Date/Time Returned	Received By
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Kit Contents Issued				Name	Destination	Notes		Date/Time Out	Issued By
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Kit Contents Returned				Name	Notes			Date/Time Returned	Received By
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
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PinCo ACS Equipment Tracking List

Purpose. The PinCo ACS Equipment Tracking List documents the distribution and return of the radio kits issued during an activation event.

Preparation. The PinCo ACS Equipment Tracking List is filled out by the PinCo Logistics officer or his/her designee when radio kits or kit components are distributed during an activation event. At the conclusion of each activation event, equipment is returned to the EOC, and the tracking list is updated with the status associated with each radio kit or component.

Distribution. The PinCo ACS Equipment Tracking List is maintained by the PinCo Logistics officer and is incorporated into the after-action report associated with each activation event.

Notes:

- If additional pages are needed, use a blank Equipment Tracking List and repaginate as needed.

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 Kit Tracking	
	<ul style="list-style-type: none"> • Kit Number 	Enter the kit number assigned to the radio kit.
	<ul style="list-style-type: none"> • Issued 	
	<ul style="list-style-type: none"> • Kit Contents Issued 	Each radio kit normally contains the four components listed below; however, depending on the activation, a partial kit could be issued. Check the box associated with each radio kit component issued. <ul style="list-style-type: none"> • <input type="checkbox"/> Radio – VHF/UHF Transceiver • <input type="checkbox"/> PS – 13.8VDC Power Supply • <input type="checkbox"/> Coax – 25 or 50 ft of coax terminated PL-259 • <input type="checkbox"/> Ant – Antenna
	<ul style="list-style-type: none"> • Name 	Enter the Name of the individual receiving the radio kit.
	<ul style="list-style-type: none"> • Destination 	Enter the location where the issued radio kit will be deployed.
	<ul style="list-style-type: none"> • Notes 	Enter any information that would be useful to the individual receiving the Kit. (Known discrepancies or issues, etc.)
	<ul style="list-style-type: none"> • Date/Time Out 	Enter the date (month/day/year) and time (using the 24-hour clock) that the radio kit was issued.
	<ul style="list-style-type: none"> • Issued By 	Enter the name of the individual who issued to radio kit.
	<ul style="list-style-type: none"> • Returned 	
<ul style="list-style-type: none"> • Kit Contents Returned 	Each radio kit normally contains the four components listed below; however, depending on the activation, a partial kit could be issued. Check the box associated with each radio kit component returned. <ul style="list-style-type: none"> • <input type="checkbox"/> Radio – VHF/UHF Transceiver • <input type="checkbox"/> PS – 13.8VDC Power Supply • <input type="checkbox"/> Coax – 25 or 50 ft of coax terminated PL-259 • <input type="checkbox"/> Ant – Antenna 	
<ul style="list-style-type: none"> • Name 	Enter the Name of the individual returning the radio kit.	

	<ul style="list-style-type: none"> • Notes 	Enter any information that would be useful to the individual receiving the Kit. (Discrepancies, issues, broken or missing parts, etc.)
	<ul style="list-style-type: none"> • Date/Time Out 	Enter the date (month/day/year) and time (using the 24-hour clock) that the radio kit was returned to the EOC.
	<ul style="list-style-type: none"> • Issued By 	Enter the name of the individual at the EOC who received the radio kit.
4	Page n of m	Enter the current page number (n) and total number of pages (m) needed to document the radio kits issued during the activation.