3. Radio Net Name Position/Tactical Call T100/Halfpipe 4. Radio Operator (Name, Call Sign) Bruce, WA9APQ

		5.		COMMUNICATIONS LOG		
Time (24:00)	FROM		то		Message	
	Call Sign/ID	Msg #	Call Sign/ID	Msg #		
0435	aa0#\$		wa9apq		Runner down/send amb	o/6th & school
0455	wa0k^	1	wa9apq		Need 6-watermelon at TL1 by 1000	
0525	wa9apq	2	TL1		Watermelon to you	by 0930
0622	ka0d#\$		wa9apq		Report of runner in lake 1r	nile east of MQ1
0624	ka0d#\$		wa9apq		Confirm runner in lake/	send FD dive
0625	wa9apq		FD		Phone lake pe	rson
6. Prepared By (Name, Call Sign) Bruce/WA9APQ			7. Da	te & Time Prepared 10/16/15 Page	8. 6 of20	

## Communications Log (ICS Form 309) AUXCOMM / ARES

Purpose: The Comm Log records the details of message traffic and is used by either an individual or a Net Control Operator. These logs provide the basic reference from which to extract communications traffic history.

**Preparation:** The Comm Log is initiated and maintained by the Net Control Operator or the individual operator. Completed logs are submitted to the supervisor who forwards them to the Documentation Unit.

Distribution: The Documentation Unit maintains a file of all Communication Logs. All completed original forms MUST be forwarded to the Documentation Unit.

## Instructions for completing the form:

Field #	Field Title	Instructions			
1	Incident Name / Number	Enter the name and activation number assigned to the incident			
2	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time			
3	Net / Position Name	For Net Control Operators: Enter the name of the radio net			
		For Others: Enter the name of the position or tactical call			
4	Radio Operator	Enter the name and call sign of the radio operator			
5	Communications Log	Time: Enter the local time in 24-hour format			
		From: Enter the From call sign or ID and the message number			
		To: Enter the To call sign or ID and the message number			
		Message: Enter the message			
6	Prepared By	Enter the name and call sign of the person completing the log			
7	Date & Time Prepared	Enter the date and time the form was prepared using 24 hour clock			
8	Page numbers	Enter the page number and number of pages			

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