

[illegible]

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 <i>From</i> call sign or ID and the message number To: Enter the <i>To</i> 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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